

Professional Contract Payment Terms

Subject: Contract Payment Terms Agreement

Dear [Client/Contractor Name],

This letter outlines the payment terms for our service contract dated [Date] for [Project/Service Description].

Payment Structure:

- Total contract value: \$[Amount]
- Payment schedule: [Details of installments]
- Payment methods accepted: [Check, wire transfer, etc.]

Payment Terms:

- Net [number] days from invoice date
- Late payment fee: [X%] per month on overdue amounts
- Advance payment discount: [X%] if paid within [timeframe]

Invoice and Documentation:

- Invoices will be sent to [email/address]
- Payment confirmation required within [timeframe]
- All payments must reference invoice number and project code

Milestone-Based Payments:

- [X%] upon contract signing
- [X%] upon [milestone description]
- [X%] upon project completion and approval

This agreement supplements our main contract and governs all financial aspects of our business relationship.

Please confirm your acceptance of these terms by return email.

Best regards,

[Your Name]

[Title]

[Company]

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