

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Company]  
[Client Address]

**Subject: Payment Terms and Invoicing Schedule for [Project Name/Reference Number]**

Dear [Contact Name],

This letter serves to outline the formal payment terms and invoicing schedule regarding the services provided for [Project Name]. Please review the details below:

**1. Total Contract Value:** [Amount and Currency]

**2. Invoicing Schedule:**

- **Deposit/Upfront Payment:** [Percentage/Amount] due upon signing of the agreement.
- **Milestone 1:** [Amount] due upon completion of [Description of Milestone].
- **Milestone 2:** [Amount] due upon completion of [Description of Milestone].
- **Final Payment:** [Amount] due upon delivery of final project/service.

**3. Payment Terms:**

- **Net Days:** All invoices are payable within [Number, e.g., 15 or 30] days from the date of issuance.
- **Late Payments:** Payments received after the due date may be subject to a late fee of [Percentage]% per month.
- **Accepted Payment Methods:** [Bank Transfer / Credit Card / Check].

**4. Billing Contact:**

Please send all remittance advice or billing inquiries to [Email Address] or contact [Name] at [Phone Number].

Please acknowledge your agreement to these terms by signing below or replying via email.

Sincerely,

[Your Name]  
[Your Title]

**Accepted By:**

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[Client Signature]

[Date]