

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Fee Structure and Billing Terms

Dear [Client Name],

This letter outlines the fee structure and billing terms for the services provided by [Company Name]. Please review the following details regarding our financial arrangements:

1. Professional Fees

Our services are billed based on the following rate: [Insert Hourly Rate or Fixed Project Fee]. Any additional work requested outside the initial scope will be billed at [Insert Rate].

2. Invoicing Schedule

Invoices will be issued on a [Monthly/Bi-weekly/Project Milestone] basis. Each invoice will provide a detailed breakdown of the services rendered and any applicable expenses.

3. Payment Terms

Payments are due within [Number] days from the date of the invoice. We accept payment via [Bank Transfer, Credit Card, Check, etc.].

4. Late Payments

Payments received after the due date may be subject to a late fee of [Percentage]% per month on the outstanding balance.

5. Reimbursable Expenses

Direct expenses incurred specifically for your project (such as travel, materials, or third-party fees) will be billed at cost and included in the periodic invoices.

6. Retainer (If Applicable)

An initial retainer of [Amount] is required before work commences. This amount will be applied to your final invoice.

If you have any questions regarding these terms, please contact our billing department at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Company Name]