

Invoicing and Payment Schedule

Dear [Client Name],

This section outlines the billing procedures and payment milestones for the project: **[Project Name]**. All payments shall be made in [Currency] via [Payment Method].

1. Billing Schedule

Invoices will be issued according to the following milestones:

- **Deposit:** [Amount/Percentage] due upon signing of the agreement.
- **Milestone 1: [Phase Name]:** [Amount/Percentage] due upon completion of [Deliverable].
- **Milestone 2: [Phase Name]:** [Amount/Percentage] due upon completion of [Deliverable].
- **Final Payment:** Remaining balance due upon project completion and prior to final delivery.

2. Payment Terms

Each invoice is subject to **Net [Number]** terms. Payment must be received within [Number] days of the invoice date. Late payments may be subject to a fee of [Percentage]% per month.

3. Invoicing Instructions

Invoices will be sent electronically to: [Client Email Address]. Please direct any billing inquiries to [Your Name/Department] at [Your Email/Phone].

Sincerely,
[Your Name]
[Your Title]
[Company Name]