

Freelance Payment Terms

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Payment Terms Agreement

Dear [Client's Name],

Thank you for choosing to work with me on [Project Name]. Below, I have outlined the payment terms for our agreement:

Payment Structure:

- Total Project Fee: \$[Insert Amount]
- Deposit: \$[Insert Amount] (due upon contract signing)
- Final Payment: \$[Insert Amount] (due upon project completion)

Payment Methods:

Payments can be made via:

- Bank Transfer
- PayPal
- Other methods (please specify)

Payment Schedule:

Payments are due according to the following schedule:

- Deposit: Due by [Insert Date]
- Final Payment: Due by [Insert Date]

Late Payments:

A late fee of [Insert Percentage]% will be charged for payments received more than [Insert Number] days late.

By signing below, you agree to the aforementioned payment terms.

[Client's Name]
[Date]

Best regards,

[Your Name]
[Your Contact Information]