

Freelance Payment and Invoicing Procedures

Dear [Client's Name],

Thank you for choosing my services for your project. Below are the payment and invoicing procedures we will follow:

1. Invoicing

I will provide an invoice detailing the services rendered upon completion of the project or at agreed milestones. Each invoice will include:

- Invoice Number
- Date of Issue
- Itemized List of Services
- Total Amount Due

2. Payment Terms

Payments are to be made within [X days] after receiving the invoice. Late payments may incur a fee of [X%] for each additional week overdue.

3. Payment Methods

Payments can be made via the following methods:

- PayPal: [Your PayPal Email]
- Bank Transfer: [Bank Account Details]
- Other Payment Methods: [Specify if any]

4. Contact Information

If you have any questions regarding the invoice or payment, please do not hesitate to reach out:

Email: [Your Email Address]

Phone: [Your Phone Number]

Thank you for your understanding and cooperation. I look forward to working with you!

Best regards,

[Your Name]

[Your Freelance Title]

[Your Website or Portfolio Link]