

Payment Conditions Agreement

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We are pleased to confirm our agreement regarding the online payment conditions for transactions between our companies. Below are the terms we have established:

Payment Terms

- Payments will be processed within [X] days of invoice receipt.
- All payments will be made via [Payment Method, e.g., bank transfer, PayPal, etc.].
- A late fee of [%] will be applied for payments not received within the agreed timeframe.

Invoice Requirements

- All invoices must be submitted in [Format, e.g., PDF] format.
- Invoices should include [Required Details, e.g., invoice number, purchase order number, etc.].

Contact Information

For any payment-related inquiries, please contact:

Name: [Contact Person]

Email: [Contact Email]

Phone: [Contact Phone]

Thank you for your cooperation. We look forward to a fruitful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]