

# Invoice Billing Practices Overview

Dear [Client's Name],

We are writing to provide you with an overview of our invoice billing practices to ensure transparency and clarity. Below are the key components of our billing process:

## 1. Invoice Frequency

Invoices are generated [weekly/bi-weekly/monthly] and are sent out by the [specific day of the week].

## 2. Payment Terms

Payments are due within [number] days of the invoice date. Late payments may incur a fee of [percentage or fixed amount].

## 3. Accepted Payment Methods

We accept the following payment methods: Credit Card, PayPal, Bank Transfer, and Checks.

## 4. Invoice Details

Each invoice will include the following information: Invoice Number, Date Issued, Due Date, Itemized Charges, and Total Amount Due.

## 5. Dispute Resolution

If you have any disputes regarding an invoice, please contact us within [number] days of receipt.

Thank you for your attention. Should you have any questions regarding our billing practices, please feel free to reach out.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]