

Invoicing Rules and Regulations Notice

Date: [Insert Date]

To: [Client Name]

Address: [Client Address]

Email: [Client Email]

Dear [Client Name],

We would like to bring to your attention the following rules and regulations regarding our invoicing process:

- Invoicing Frequency: Invoices will be issued on a [insert frequency: monthly, quarterly, etc.] basis.
- Payment Terms: Payment is due within [insert number] days from the date of the invoice.
- Late Fees: A late fee of [insert percentage] will be applied to overdue invoices after the payment due date.
- Dispute Resolution: Any disputes regarding invoices should be raised within [insert number] days of receipt.
- Preferred Payment Methods: We accept payments via [list accepted methods: credit card, bank transfer, etc.].

We appreciate your attention to these rules and regulations and thank you for your cooperation.

If you have any questions or need further clarification, please do not hesitate to contact us at [your contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[Contact Information]