

# Payment Terms and Invoice Procedures

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We appreciate your business and look forward to continuing our partnership. Please find below our payment terms and invoice procedures:

## Payment Terms

- Invoices are due within 30 days from the date of issue.
- Payments can be made via bank transfer, credit card, or check.
- A late fee of 1.5% will be applied to overdue invoices after 30 days.

## Invoice Procedures

- Invoices will be issued electronically to the email provided.
- Each invoice will include a detailed breakdown of services provided.
- Please reference the invoice number when making a payment.

If you have any questions or need further assistance, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]