

# Terms of Service and Invoice Policy

Date: [Insert Date]

Dear [Client Name],

## Terms of Service

Thank you for choosing [Your Company Name]. Please review our terms of service outlined below:

- Services Provided: [Description of services]
- Client Obligations: [Client responsibilities]
- Payment Terms: All invoices must be paid within [X] days of receipt.
- Confidentiality: Both parties agree to maintain confidentiality of each other's information.
- Termination: Either party may terminate this agreement with [X] days notice.

## Invoice Policy

Our invoice policy is as follows:

- Invoices will be issued on a [Monthly/Quarterly] basis.
- Payments can be made via [Accepted Payment Methods].
- Late payments may incur a fee of [X]% per month.
- For any billing disputes, please contact us within [X] days of the invoice date.

If you have any questions regarding our terms or invoice policy, please feel free to contact us at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]