

# Subcontractor Payment Terms and Invoicing Procedures

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are pleased to outline the payment terms and invoicing procedures for your subcontracted work on [Project Name]. Please review the following details carefully:

## Payment Terms

- Payments will be processed within [insert number of days] days upon receipt of the approved invoice.
- Invoices should be submitted [weekly/bi-weekly/monthly] based on the progress of work completed.
- All payments will be made via [check/wire transfer] to the account details provided in your invoice.
- A late payment fee of [insert fee percentage] may be applied if the invoice is not paid within the specified period.

## Invoicing Procedures

1. Submit all invoices to [Insert Email Address or Mailing Address].
2. Invoices should clearly state the job description, hours worked, and total amount due.
3. Attach any required documentation that supports the invoice, such as time sheets or receipts.
4. Invoice format should comply with [specific format] for approval.

Should you have any questions regarding these terms, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]