

# Payment Terms Proposal

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Payment Terms Proposal

Dear [Subcontractor's Name],

We appreciate your continued collaboration on our projects. We would like to propose the following payment terms for your services rendered:

## Proposed Payment Terms

- **Payment Frequency:** [Weekly/Bi-weekly/Monthly]
- **Invoice Submission:** Invoices should be submitted by the [insert day of the month] of each payment period.
- **Payment Timeline:** Payments will be processed within [insert number of days] days upon receipt of the invoice.
- **Late Payment Penalty:** A late fee of [insert percentage]% will apply for payments not made within the specified timeline.
- **Payment Method:** Payments will be made via [insert payment method, e.g., bank transfer, check, etc.].

We believe these terms create a mutually beneficial agreement and facilitate a smooth payment process. Please review these terms and let us know if you have any questions or require adjustments.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]