

Payment Terms Agreement

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient's Name]

Subject: Customized Payment Terms

Dear [Recipient's Name],

We appreciate your business and the opportunity to work with you. To ensure a smooth transaction process, we would like to outline the customized payment terms for the services/products provided.

1. **Payment Due Date:** Payments are due [Insert Due Date] from the date of invoice.
2. **Payment Method:** Payments can be made via [Insert Accepted Payment Methods].
3. **Late Payment Fees:** A late fee of [Insert Fee Amount or Percentage] will be applied to invoices not paid by the due date.
4. **Discounts:** A [Insert Discount Percentage] discount will be applied if payment is made within [Insert Early Payment Period].

If you have any questions regarding these terms or require further customization, please do not hesitate to contact us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]