

Follow-Up Questions on Client Contract Terms

Dear [Client's Name],

I hope this message finds you well. Following our recent discussions regarding the contract terms, I would like to clarify a few points to ensure we are aligned moving forward:

1. Could you please elaborate on the scope of services outlined in section 2 of the contract?
2. What are the specific deliverables expected by the timeline mentioned in section 5?
3. Can you confirm the payment terms described in section 4? Specifically, the invoicing schedule and payment methods.
4. Are there any penalties associated with late deliverables as per section 3?
5. How would we manage any amendments to the terms in the future?

Thank you for your attention to these details. I look forward to your prompt response so we can proceed efficiently.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]