

Performance-Based Billing Guidelines for Training Programs

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Performance-Based Billing Guidelines for Training Programs

Dear [Recipient Name],

We are pleased to provide you with the performance-based billing guidelines for our upcoming training programs. These guidelines are designed to ensure clarity in the billing process while aligning our compensation with the success of the training provided.

Billing Structure

1. Initial Payment: A pre-training fee of [Insert Amount] will be required to confirm your enrollment.
2. Performance Milestones: Additional payments will be based on achieving the following milestones:
 - o Completion of Training Modules - [Insert Percentage]
 - o Participant Satisfaction Rate of [Insert Percentage] - [Insert Percentage]
 - o Post-Training Assessment Results - [Insert Percentage]
3. Final Payment: The remaining balance will be billed upon the successful completion of all training modules and meeting the agreed performance criteria.

Invoicing Procedures

Invoices will be issued within [Insert Time Frame] of reaching each milestone, and payment is due within [Insert Time Frame] of invoice receipt.

Terms and Conditions

Please review the attached terms and conditions that outline the specifics of the billing process and our performance evaluation metrics.

Thank you for your attention to these guidelines. We look forward to a successful training partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]