

Performance-Based Billing Outline

Date: [Insert Date]

To: [Client's Name]

From: [Your Agency's Name]

Overview

This document outlines the performance-based billing structure that will be utilized for [Project Name/Description].

Billing Structure

- **Base Fee:** [Describe base fee arrangement]
- **Performance Metrics:** [List metrics used for performance measurement]
- **Incentives:** [Describe incentive structure based on performance]
- **Payments Schedule:** [Outline the payment schedule based on performance reviews]

Performance Metrics

Metric	Target	Payment %
[Metric 1]	[Target 1]	[Payment % 1]
[Metric 2]	[Target 2]	[Payment % 2]

Terms & Conditions

[Outline terms and conditions regarding performance metrics, payment disputes, etc.]

Conclusion

We look forward to a successful partnership and achieving outstanding results through this performance-based billing model.

Sincerely,

[Your Name]

[Your Position]

[Your Agency's Name]