

Performance-Based Billing Procedures

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to outline our performance-based billing procedures for the [Project Name] as agreed upon in our contract. This approach is designed to ensure that our billing aligns closely with the successful achievement of project milestones and outcomes.

Billing Structure

- Billing will occur at predefined milestones, which are connected to specific deliverables.
- Each milestone will be evaluated based on the completion of agreed objectives and criteria.
- Invoices will be submitted upon completion of each milestone, accompanied by performance metrics and documentation.

Performance Metrics

Performance will be assessed based on the following metrics:

1. Quality of deliverables
2. Adherence to project timelines
3. Client feedback and satisfaction

Adjustment Clause

If performance does not meet the agreed criteria, we will work collaboratively to address any issues prior to the issuance of payment.

We appreciate your trust in us for this project and look forward to achieving great results together. Please feel free to reach out if you have any questions or require further clarification.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]