

Payment Structure Agreement

Dear [Supplier's Name],

We hope this message finds you well. As part of our ongoing partnership, we would like to outline the payment structures that will govern our transactions moving forward.

Payment Terms

- **Payment Frequency:** Payments will be made on a [weekly/bi-weekly/monthly] basis.
- **Payment Method:** Payments will be processed via [bank transfer/check/credit card].
- **Net Payment Terms:** All invoices are to be paid within [30/60/90] days of receipt.

Invoice Submission

Please ensure that all invoices are submitted to [email/physical address] and include the following details:

- Invoice number
- Purchase order number
- Date of service/product delivery
- Payment amount

We appreciate your cooperation and commitment to maintaining a smooth and efficient payment process. Should you have any questions or require further clarification, please feel free to reach out.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]