

Payment Terms Proposal

Dear [Client's Name],

We hope this message finds you well. As we continue to work together, we want to suggest some client-friendly payment terms that can assist in effective budget management for your projects.

Proposed Payment Terms:

- **Advance Payment:** 20% upon project initiation.
- **Progress Payments:** 30% after the completion of key milestones.
- **Final Payment:** 50% upon project completion and delivery.

These terms aim to provide flexibility and transparency in our collaboration while ensuring mutual commitment. If you have any suggestions or adjustments in mind, please feel free to share.

Thank you for considering this proposal. We look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]