

Monthly Invoicing Service Agreement

Date: [Insert Date]

Client: [Client's Name]

Address: [Client's Address]

Service Provider: [Your Company Name]

Address: [Your Company Address]

Agreement Overview

This agreement outlines the terms and conditions under which [Your Company Name] will provide monthly invoicing service to [Client's Name].

Services Provided

[Your Company Name] agrees to provide the following services:

- Preparation and issuance of monthly invoices.
- Tracking and managing payment statuses.
- Providing monthly reports on invoicing activities.

Payment Terms

The fee for the monthly invoicing service will be [Insert Amount] payable on the [Insert Day] of each month.

Duration of Agreement

This agreement will commence on [Start Date] and will continue until either party provides written notice of termination at least [Insert Notice Period] in advance.

Acceptance of Agreement

By signing below, both parties agree to the terms outlined in this agreement.

[Client's Name]

Date: _____

[Your Name]
[Your Company Name]
Date: _____