

# Cost Agreement Template

**Date:** [Insert Date]

**Parties:** [Party A Name] & [Party B Name]

## **Subject: Cost Agreement Stipulations**

Dear [Recipient Name],

This letter serves as a formal agreement regarding the costs related to [Project/Service Description]. The following stipulations are agreed upon by both parties:

### **1. Total Cost**

The total cost for the services will be [Total Amount] to be paid as per the agreed schedule.

### **2. Payment Schedule**

Payments will be made according to the following schedule:

- Initial Deposit: [Amount] due by [Date]
- Mid-Term Payment: [Amount] due by [Date]
- Final Payment: [Amount] due by [Date]

### **3. Additional Costs**

Any additional costs incurred must be pre-approved by both parties and documented in writing.

### **4. Late Fees**

A late fee of [Percentage] will be applied to any amount not paid by the due date.

### **5. Amendments**

Any changes to this agreement must be made in writing and signed by both parties.

We appreciate your cooperation and look forward to a successful collaboration.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]