

# Payment Terms Agreement

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are pleased to provide you with the payment terms for the services rendered. Please find the structured payment terms outlined below:

## Payment Terms

- **Total Amount Due:** \$[Total Amount]
- **Deposit:** \$[Deposit Amount] due upon signing
- **Payment Schedule:**
  - First Payment: \$[First Payment Amount] due on [Date]
  - Second Payment: \$[Second Payment Amount] due on [Date]
  - Final Payment: \$[Final Payment Amount] due on [Date]
- **Payment Methods Accepted:** [List Payment Methods]
- **Late Payment Terms:** [Details of Late Payment Fees]

Please confirm your acceptance of these payment terms by signing below.

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for your attention. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]