

Payment Terms Agreement

A standing agreement on how a client pays — invoicing cycle, due dates, methods, currency, and late-payment consequences — across all work you do together.

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1. Parties and coverage

Names both sides and states that these terms govern all invoices between them unless a specific contract says otherwise.

2. Invoicing

Fixes when invoices are issued and what each must reference — job, PO number, or period — so approval on the client side is fast.

3. Due date

Sets the number of days from invoice date to payment, the clause every other clause exists to support.

4. Payment methods

Lists accepted methods and the account details, so 'we did not know where to send it' is never available.

5. Currency and fees

Names the invoicing currency and allocates transfer and conversion fees, the silent margin-killer on international work.

6. Late payment

Defines when an invoice is overdue and applies an agreed late fee or interest — enforceable caps vary by country, so keep rates modest.

7. Suspension of work

Allows the provider to pause new work when invoices are overdue beyond a stated point, turning an awkward decision into an agreed rule.

8. Deposits on larger jobs

Reserves the right to ask a deposit above an agreed job size, keeping flexibility without renegotiating terms.

9. Changes

Requires written notice for changing the terms, protecting both sides from silent unilateral shifts.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

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PREVIEW