

Invoice & Payment Terms & Conditions Template

Introduction

This document outlines the terms and conditions governing the invoicing and payment process for [Your Business Name] (“we,” “our,” or “us”). By engaging our services, the client (“you” or “your”) agrees to the following terms.

Partial Payments

- A deposit of [X]% is required before the commencement of work.
- Additional progress payments may be required depending on the size and duration of the project.
- Payments are to be made as per the agreed schedule outlined in the contract.

Final Payments

- The final invoice will be issued upon project completion.
- All outstanding balances must be paid within [X] days of the invoice date.
- Failure to make the final payment may result in additional fees or legal action.

Payment Methods

We accept the following payment methods:

- Bank transfer (BSB & Account Number provided on the invoice)
- Credit/Debit Card (processing fees may apply)
- Cash (only for amounts under [\$X], receipt provided)

Taxes & GST

- All prices quoted are [inclusive/exclusive] of GST.
- If applicable, GST will be clearly itemised on the invoice.
- The client is responsible for any additional taxes or duties imposed by regulatory authorities.

Payment in Case of Cancellation

- If the client cancels the project after work has commenced, a cancellation fee of [\$X] or [%] of the total quoted amount will apply.
- Deposits are non-refundable unless otherwise agreed in writing.
- Any costs incurred up to the point of cancellation must be covered by the client.

Project Completion

- The project is considered complete when all contracted work has been finished to a reasonable standard.
- Any concerns or disputes regarding completion must be raised in writing within [X] days of project completion.
- Additional work outside the original scope will be subject to new pricing and payment terms.

Agreement

By accepting our quote and proceeding with the project, you acknowledge and agree to these payment terms and conditions. Both parties must agree upon any amendments in writing.

Client Details:

Name

First Name

Last Name

Signature

Date

Service Provider Details:

Name

First Name

Last Name

Signature

Date

Your Business Name

Your Contact Information

Your ABN

If you have any questions regarding these terms, please contact us before work commences.

For more tools visit : 

Please note that all checklists on our website are meant to provide general guidance only and should not be considered legal advice. Always consult a qualified professional for specific legal or compliance matters.