

Invoice / Payment Agreement

Payee: [Payee name] **Payer:** [Payer name] **Date:** [Date]

1. Amount Due

Payer acknowledges owing Payee the amount below for [describe the goods/services already provided or the underlying obligation — e.g., "consulting services delivered in March 2026"], per Invoice #[Number] dated [Invoice date].

Invoice Detail

Name	Total	
Consulting services	\$3,200.00	
Subtotal		\$3,200.00
Total		\$3,200.00

2. Payment Schedule

[If paid in one sum: "The full amount is due by [Date]." If in installments: list each installment amount and due date — e.g., "\$1,600 due [date], \$1,600 due [date]."]

3. Payment Method

Payer will pay via [accepted methods — e.g., "ACH, check, or card"]. [Note any processing fees passed on for a given method — otherwise delete this line.]

4. Late Payment

A payment more than [Number, e.g., 10] days late is subject to a late fee of [Late fee, e.g., \$50 or 1.5%] [per month / one-time — specify], to the extent allowed by applicable law.

5. Disputes

Payer must raise any dispute over the amount owed in writing within [Number, e.g., 10] days of this agreement's date; otherwise the amount above is treated as agreed and undisputed.

6. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Payee name] ("Payee")

Signature: _____ Printed name: _____ Date: _____

[Payer name] ("Payer")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.