

PAYMENT TERMS LETTER

Recipient Name: _____

Address: _____

City, State, ZIP: _____

Subject: _____

Dear Sir or Madam,

This letter sets forth the agreed upon payment terms between the undersigned parties in connection with the referenced transaction.

1. Payment Amount and Currency

The total payment amount due under this agreement shall be specified in United States Dollars (USD) unless otherwise mutually agreed in writing.

2. Payment Schedule

Payments shall be made according to the following schedule: an initial deposit (if any), subsequent milestone payments as agreed, and the final payment upon completion or delivery, all subject to the terms herein.

3. Payment Method

All payments shall be made by wire transfer, cashier's check, or other immediately available funds acceptable to the payee. Payment instructions shall be provided in writing and agreed upon prior to transfer.

4. Late Payment

Any payment not received by the due date shall be deemed late. In the event of late payment, interest shall accrue on the overdue amount at the rate of 1.5% per month (18% per annum) or the maximum rate permitted by applicable law, whichever is less, commencing from the due date until payment is received in full.

5. Taxes and Fees

The payer shall be responsible for any and all taxes, duties, fees, or other governmental charges arising from or related to the payments due under this agreement, except for taxes imposed on the payee's income.

6. Disputes

Any dispute arising under or related to payment terms shall be resolved promptly and in good faith by the parties. This agreement shall be governed by and construed in accordance with the laws of the United States and the relevant state

jurisdiction, without regard to conflict-of-laws principles.

7. Termination and Remedies

Failure to make payments as specified constitutes a material breach of this agreement. The non-breaching party may pursue all available legal and equitable remedies, including but not limited to suspension of services, demand for immediate payment, and termination of agreements.

8. Confidentiality

The parties agree to keep the terms of this payment arrangement confidential except as required by law or agreed in writing.

9. Entire Agreement

This letter constitutes the entire agreement between the parties concerning payment terms and supersedes all prior discussions, understandings, or agreements, whether written or oral.

10. Amendments

Any amendments or modifications to this letter must be in writing and signed by authorized representatives of both parties.

11. Notices

All notices or communications required or permitted under this letter shall be in writing and delivered personally, by certified mail, nationally recognized overnight courier, or electronic means capable of confirming transmission and receipt.

12. Governing Law and Jurisdiction

This letter shall be governed by and construed in accordance with the laws of the State of _____ without regard to conflict-of-law principles. The parties consent to the exclusive jurisdiction and venue of the state or federal courts located in _____ County, _____.

PAYEE SIGNATURE

PAYER SIGNATURE

Signature: _____

Name:

Title:

Date:

Signature: _____

Name:

Title:

Date:

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