

Freelance Proposal Help

Structuring Your Proposals to
Reduce Late Payments &
Client Payment Disputes

Worksheet

Remember: Payment issues will occur, but many of these common payment issues CAN BE drastically reduced if they're addressed beforehand in your proposals

Disclaimer: These are the ways that we structure our payment terms for our proposals typically....Make sure they're compliant with your Country, so check with your Legal team

So this is how we typically structure the Payment Terms within our proposals...

Payment Methods & Terms

- *Payment for services will be made via credit card or ACH*
- *Balances will be paid in full before deliverables are published live or transferred.*

You'll get you paid faster & keeps you from giving deliverables before they're paid for

Payment Methods & Terms

- *Client agrees to pay for services in full & for the duration in this Agreement regardless if Client's campaign(s) have been stopped / paused by Client for any reason.*
- *All payment obligations of client shall survive expiration or termination of the Agreement.*

This ensures you can avoid client disputes & get paid in full for deliverables & contract length

Out of Project Scope & 3rd Party Payments:

- *Any additional services, products and budgets needed for Client that are outside of this service agreement / proposal / contract will be managed and billed separately upon Client notification and approval. Payments for 3rd party services, software, media, products or ads, etc will be paid by Client in full directly via a credit card.*

This avoids the client saying “I thought the “This”, etc was included in your pricing”?

Late Payments

- Payments are due in full upon receipt of deliverables or due date or according to the schedule in the service agreement / proposal / contract. Late payments will be charged a 5% or \$X late fee for every __ days overdue.

This helps to avoid late client payments

**TAKE
ACTION!**

Implement this in your
business today & close
bigger projects

BONUS

If you'd like to get more sales & marketing tips just like this one for FREE.... get on our VIP Members email list right here:

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