

# Advance Payment Agreement for Services

This Advance Payment Agreement (â€œAgreementâ€) is made and entered into on **[Date]**, by and between:

**[Client Name]**, located at **[Client Address]**, hereinafter referred to as the â€œClientâ€;

**[Service Provider Name]**, located at **[Provider Address]**, hereinafter referred to as the â€œService Providerâ€.

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## 1. Purpose

This Agreement sets forth the terms and conditions under which the Client agrees to advance payment for services to be provided by the Service Provider.

## 2. Services

The Service Provider agrees to perform the following services (â€œServicesâ€):

**[Brief description of services to be performed]**

## 3. Advance Payment

The Client shall pay the Service Provider an advance of **[Amount and Currency]** prior to commencement of the Services. This advance shall be applied toward the total cost of the Services.

## 4. Payment Method

Advance payment shall be made by **[method of payment, e.g., bank transfer, cheque]** within **[number of days]** days of signing this Agreement.

## 5. Commencement and Completion

The Service Provider shall commence work within **[number]** days of receiving the advance payment, and Services are expected to be completed by **[completion date]**.

## 6. Refund Policy

In the event of non-performance or cancellation, the advance payment will be handled as follows:

**[Describe refund/cancellation terms]**

## 7. Other Terms

**[Any additional terms and conditions as required]**

## 8. Entire Agreement

This Agreement constitutes the entire understanding between the parties regarding the subject matter herein and supersedes any prior agreements or understandings.

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Client Name & Signature

Date: \_\_\_\_\_

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Service Provider Name & Signature

Date: \_\_\_\_\_

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## Important Notes:

- Always clearly specify the amount, timing, and conditions of the advance payment.

- Detail the refund policy in case the service is not performed as agreed.
- Both parties should review and understand all terms before signing.
- Advance payments provide assurance to service providers and a record for clients.
- It is recommended to consult legal counsel for high-value or complex service agreements.