

# Structured Payment Details Documentation

## 1. Document Reference

Document Title:	Structured Payment Details
Document Number:	SPD-2024-001
Date of Issue:	2024-06-12
Prepared By:	John Doe
Reviewed By:	Jane Smith

## 2. Payee Information

Payee Name:	Acme Corp.
Address:	123 Elm Street, Suite 400, Bigcity, Country
Contact Person:	Michael Lee
Email:	mlee@acmecorp.com
Phone Number:	+1 555 250 9877
Bank Account No.:	1234567890

## 3. Payment Structure

Payment Type:	Structured Installments
Total Amount:	\$50,000 USD
Number of Installments:	5
Installment Frequency:	Monthly
First Payment Date:	2024-07-01
Final Payment Date:	2024-11-01

## 4. Installment Breakdown

Installment #	Due Date	Amount	Status
1	2024-07-01	\$10,000	Pending
2	2024-08-01	\$10,000	Pending
3	2024-09-01	\$10,000	Pending
4	2024-10-01	\$10,000	Pending
5	2024-11-01	\$10,000	Pending

## 5. Additional Notes

- All payments are to be made via bank transfer as per the details provided above.
- For payment confirmation, email the remittance advice to: payments@acmecorp.com
- Late payment may incur additional charges as specified in the contract.

### Important Notes:

- Structured payment documents provide transparency and clear timelines for all parties.
- It is essential to review and confirm all payee and payment schedule details before processing.
- Keep this documentation updated for any amendments or payment adjustments.
- Retain copies of all payment remittances for future reference and auditing purposes.