

# Percentage-Based Payment Schedule Format

**Project Name/Description:**

**Client Name:**

**Project Start Date:**

**Total Contract Value:**

## Payment Schedule

Milestone/Stage	Description	Percentage of Total Payment	Amount	Due Date/Condition
1	Advance/Initial Payment upon signing contract	20%	-----	Upon signing contract
2	Completion of Design Phase	30%	-----	Upon client approval of designs
3	Project Implementation	30%	-----	Upon completion of implementation
4	Final Delivery & Handover	20%	-----	Upon final acceptance

## Payment Instructions

Payments should be made according to the above schedule. An official invoice will be provided at each stage.

## Approval & Signatures

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes:

- Ensure the total percentage adds up to 100%.
- Clearly define each milestone and its acceptance criteria.
- Specify due dates or conditions that trigger each payment.

- Adjust schedule and amounts according to specific project needs.
- Both parties should sign to confirm acceptance of this payment schedule.