

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.