

Project-Based Payment Request

Project Information

Project Title	Website Redesign & Launch
Project ID	PRJ-2024-105
Client Name	ABC Corporation
Service Provider	XYZ Studio
Contract Reference	CN-45678

Request Details

Milestone	Description	Amount	Status
Milestone 1	Design Completion	\$2,500	Approved
Milestone 2	Development Completion	\$4,000	Pending
Milestone 3	Final Delivery & Launch	\$3,500	Pending
Total Requested This Payment		\$2,500	

Bank Account Information

Bank Name	Sample Bank
Account Name	XYZ Studio
Account Number	1234567890
SWIFT/IBAN	SBINUSXX

Service Provider Signature

Name: _____
Date: _____

Client Authorization

Name: _____
Date: _____

Important Notes

- Payment requests should be supported by evidence of work completion for each milestone.
- Please ensure all bank account details are accurate to avoid processing delays.
- Both parties must sign to authorize and validate the payment request.
- Partial or final payment will be processed according to contract terms.
- Any disputes should be resolved following the dispute resolution clause in the contract.