

# Advance Payment Agreement

This Advance Payment Agreement ("Agreement") is made on \_\_\_\_/\_\_\_\_/20\_\_\_\_ between:

**Party A (Payee):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Party B (Payer):** \_\_\_\_\_

**Address:** \_\_\_\_\_

## 1. Purpose

Party B agrees to provide an advance payment to Party A for the following purpose:

\_\_\_\_\_

## 2. Advance Payment Details

Description	Amount	Payment Date
Advance Payment	â,¹ _____	____/____/20____

## 3. Terms & Conditions

1. Party A shall utilize the advance solely for the stated purpose.
2. Party A will provide supporting documents/satisfactory proof of utilization upon request.
3. The advance payment shall be adjusted against the final invoice or deliverable, as mutually agreed.
4. If Party A fails to fulfill the deliverables or refund the unused advance within the agreed period, Party B may recover the amount through legal means.
5. Any dispute arising from this Agreement shall be settled amicably or by arbitration as per applicable laws.

## 4. Repayment / Adjustment

The advance payment will be adjusted against the final billing/invoice of Party A or refunded to Party B if not utilized, within \_\_\_\_ days from completion of the assignment.

## 5. Miscellaneous

This Agreement constitutes the entire understanding between both parties and supersedes any previous communications or agreements, whether written or oral, relating to the subject matter herein.

\_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Party A (Payee)

\_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Party B (Payer)

## Important Notes:

- Clearly specify the advance amount, purpose, and repayment terms in the agreement.
- Maintain records and documents supporting utilization of the advance payment.
- Signatures of both parties are crucial to enforceability.
- It is advisable to seek legal consultation before finalizing such agreements.
- Inclusion of dispute resolution and jurisdiction clauses is recommended.