

payment plan agreement

Important - make sure you download this document, fill it out, then save it to keep your changes.

I've come up with a payment plan system to help my clients spread out payment of their fees in a way that's more convenient and affordable to them. Here are the three options:

Option 1 - Weekly

Pay once a week, get your files **gradually after each cleared payment**. No interest.

Example:

Project cost upfront: \$1000

Project cost over 6 weeks: \$1000

Option 2 - Fortnightly

Pay once a fortnight, get your files **gradually after each cleared payment**. 10% interest.

Example:

Project cost upfront: \$1000

Project cost over 6 fortnights: \$1100

Option 3 - Monthly

Pay once a month, get your files **gradually after each cleared payment**. 20% interest.

Example:

Project cost upfront: \$1000

Project cost over 6 months: \$1200

2. your fees

Please find below the fees for your project.

Client Name:	John Doe
Phone Number:	0000 000 000
Email:	johndoe@mybusiness.com.au

Item	Fees	Qty	Subtotal
Logo	\$1050.00	1	\$1050.00

**Website Design
eCommerce**

5 Pages + Shop

Strategy, Design, Build,
Testing

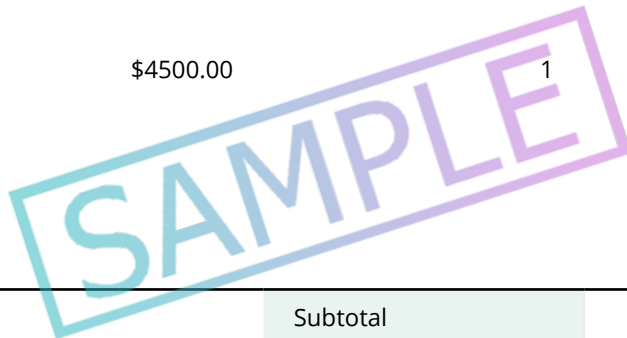
\$4500.00

1

\$4500.00

Custom Design

Product and Conversion
Setup



Subtotal	\$5550.00
10% GST Included	\$504.55
Total Estimate	\$5550.00

You'll now be taken through the ways that you can split this payment up.

Please be aware: when using a payment plan, you will not receive all your design files until the entire payment schedule is completed. If this doesn't work for you, you will need to opt for traditional one-off payments.

option 1: weekly

Payment	Date	Item Released	Amount
Initial Payment 1	Start of Project 01/09/2021	-	\$925.00
Payment 2	Project Conclusion 01/11/2021	Preview Logo Files Ability to use website	\$925.00
Payment 3	08/11/2021	All Vector Logo Files	\$925.00
Payment 4	15/11/2021	-	\$925.00
Payment 5	22/11/2021	Increased Website User Privileges	\$925.00
Final Payment 6	29/11/2021	Full Onwership Transfer of Website with Maximum Privileges	\$925.00
Subtotal			\$5550.00
Incl. 10% GST			\$504.55
Incl. 0% Interest			\$0.00
Total Payable			\$5550.00

Would you like to use this plan?

Please book me in for the 6 week payment plan

option 2: fortnightly

Payment	Date	Item Released	Amount
Initial Payment 1	Start of Project 01/09/2021	-	\$1017.50
Payment 2	Project Conclusion 01/11/2021	Preview PNG Logo Files Ability to use website	\$1017.50
Payment 3	15/11/2021	All Vector Logo Files	\$1017.50
Payment 4	29/11/2021	-	\$1017.50
Payment 5	013/12/2021	Increased Website User Privileges	\$1017.50
Final Payment 6	27/12/2021	Full Ownership Transfer of Website with Maximum Privileges	\$1017.50
Subtotal			\$6105.00
Incl. 10% GST			\$555.00
Incl. 10% Interest			\$555.00
Total Payable			\$6105.50

Would you like to use this plan?

Please book me in for the 6 fortnight (3 month) payment plan

option 3: monthly

Payment	Date	Item Released	Amount
Initial Payment 1	Start of Project 01/09/2021	-	\$1110.00
Payment 2	Project Conclusion 01/11/2021	Preview PNG Logo Files Ability to use website	\$1110.00
Payment 3	01/12/2021	All Vector Logo Files	\$1110.00
Payment 4	01/01/2022	-	\$1110.00
Payment 5	01/02/2022	Increased Website User Privileges	\$1110.00
Final Payment 6	01/03/2022	Full Ownership Transfer of Website with Maximum Privileges	\$1110.00
Subtotal			\$6660.00
Incl. 10% GST			\$605.45
Incl. 20% Interest			\$1332.00
Total Payable			\$6660.00

Would you like to use this plan?

Please book me in for the 6 month payment plan

3. agreement to pay

I love to work with my clients and create amazing designs, but it's also really important that I'm paid - I'm a microbusiness and it's how I earn a living.

So, by continuing business with Origami Graphics after submitting this agreement and accepting the Design Brief, you:

- Agree to commit to a contract with Origami Graphics including payment of all fees as described.
- Agree to notify Origami Graphics ahead of time if your ability to pay an installment is going to be affected.
- Acknowledge that failing to continue paying your plan will mean:
 - You won't receive any more final design files until the installment is paid
 - If your job is a website, the site may be shut down
 - No refund will be given on your project because I've already done the work
 - You may not be able to work with Origami Graphics again due to invoice delinquency.

I look forward to working with you!

SAMPLE

- Taylor

End of Agreement. Please save and retain this for your records.

Please save this document and send it back to me at taylor@origamigraphics.net.au along with written agreement to your Design Brief.

We're nearly ready to get going on your dream project!