

# Payment and Fee Agreement

Billing model, payment timing, and cancellation terms.

## Client and practice

Client

Practice / business

Effective date

## Selected pricing

Hourly

Package

Retainer

Hourly rate

Billing increment (minutes)

Package name

Package price

Retainer amount / month

Hours included

Retainer note

## Billing and payment

Card

ACH

Invoice

Invoices issued

Payment due within \_\_\_\_ days

Late fee policy

## Expenses

Pre-approved reimbursable expenses

## Cancellation / no-show

Cancellation and no-show policy

Client acknowledges and accepts the cancellation policy.

Typed signature / e-signature

Date