PAYMENT ARRANGEMENT FORM

# This is a form detailing the agreement for a set payment schedule.

The client can refer to this form for the amount of their monthly coaching service as well as for payment option information and the cancellation policy that you institute for your business.

# Payment Arrangement Form sample

This is only a sample to act as a guideline. The contents may change depending on your system for billing and accepting payments. As always, official correspondence should be sent on company letterhead.

Your Company Address

Date

Client Name

Client Address

**Fee Schedule:**

According to the agreement you have entered into, payment for \_\_\_\_*monthly coaching services\_\_\_* provided by \_\_\_[INSERT COMPANY NAME]\_\_\_\_ will be billed to you on the \_\_\_\_ of each month prior to that month’s coaching session in the amount of \_\_\_\_*$450.00­­­­­\_\_\_\_\_*.

You have elected for the said amount to be deducted from \_\_\_\_ [INSERT ACCOUNT TYPE] \_\_\_\_. This payment will recur each month until such time as it is cancelled by the client. Please consult the cancellation policy section of the Coaching Agreement for more details.

**Payment Options:**

Payment is accepted through PayPal via our site at [website URL/payments](mailto:payment@yourwebsite.com)

You may cancel at any time in advance of your next session in accordance with our cancellation policy. The policy is detailed in your Coaching Agreement.

If you have any questions about this invoice, please contact me by telephone or email.

Phone: Your Phone Number

**Your Company Name**

Email: [Website address](mailto:you@yourwebsite.com)