office printable .com

PAYMENT PLAN AGREEMENT

AGREEMENT DATE	ACCOUNT NO.	INVOICES COVERED	BALANCE AT AGREEMENT

CUSTOMER (DEBTOR)

Name _____

Company _____

Address _____

Email / phone _____

BUSINESS (CREDITOR)

Business _____

Address _____

Phone / email _____

Reference _____

The customer acknowledges owing the business the balance stated above, arising from the invoices listed, and agrees to pay it according to the schedule below. The business agrees to accept payment by instalments and to take no further collection or legal action while the customer keeps to the schedule.

If any instalment is more than 5 days late, the whole remaining balance becomes due immediately without further notice and the business may resume collection action. Payments are applied to the oldest invoice first. Late fees and interest accrued to the date of this agreement are listed below; if all instalments are paid on time, the business will waive the amount shown as waived. This agreement does not create a new debt, extend any limitation period in the customer's favour, or vary the original terms except as stated here.

Instalment schedule

#	Due date	Amount	Method	Paid on	Initials

Total of instalments	
Fees waived on completion	

Fees / interest included in balance _____

Payment method / standing order _____

Service continues during plan? _____

Notices to _____

Customer signature _____ Name / date _____

For the business _____ Name / date _____