Eureka Payment Schedule Agreement

Project Information

> *Start by entering basic details about the project so both parties clearly understand who's involved and what this agreement covers.*

- **Project Title**: ________________________________
- **Date of Agreement**: ___________________________
- **Client Name**: ________________________________
- **Artist Name**: ________________________________

Total Project Fee

> *State the full amount the client agrees to pay for the project.*

- **Total Fee Agreed**: $ ____________________________

Payment Schedule (Milestones)

> *Divide the total fee into payment stages tied to project progress. This helps ensure the artist is paid fairly throughout the project.*
> *Example Schedule:*
> *- 30% due upon signing of agreement*
> *- 40% due upon delivery of draft*
> *- 30% due upon final delivery*

- **Payment 1 (% and event)**: ______________________
- **Payment 2 (% and event)**: ______________________
- **Payment 3 (% and event)**: ______________________

Accepted Payment Methods

> *Clarify how the client will make payments. Example:*
> *- Direct bank transfer*
> *- PayPal*
> *- Credit card*
> *- Physical check*

- **Accepted Payment Methods**: ________________________________

Late Payment Policy

> *Set clear results for missed payments. Late fees discourage unnecessary payment delays.*
> *Example:*
> *Payments not received within 15 days of the due date will incur a late fee of $25 per week.*

- **Late Payment Terms**:

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Refunds & Cancellations

> *Explain what happens if either party cancels the project after work has started.*
> *Example:*
> *If the Client cancels after project start, payments made to date are non-refundable. Any completed work will be delivered up to the point of cancellation.*

- **Refund / Cancellation Terms**:

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Signatures

- **Artist Signature**: ____________________ **Date**: ____________
- **Client Signature**: ____________________ **Date**: ____________

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