

Deposit & Payment Terms Template

Bonus 2 — The Price-Proof Method



Chimdindu Nain

My Payment Terms

Bonus 2 · The Price-Proof Method

Fill this in for each client before work begins. It protects you and sets clear expectations.

Order Details

Client:

Order:

Total Price: N

Payment Schedule

Deposit: N or %

Second Payment (optional): N

Due:

Final Balance: N

Due:

Terms

Keep the terms that apply to how you work. Adjust the wording to sound like you.

- Production begins after the required deposit is received.
- Materials will only be purchased after payment is confirmed.
- Changes made after production begins may attract additional charges.
- The outstanding balance must be paid before the finished outfit is released.
- Delays in payment may affect the agreed delivery date.

My cancellation / refund policy:

My Payment Terms

Bonus 2 · The Price-Proof Method (continued)

Client Acknowledgement

For in-person or printed agreements, have your client confirm they've seen and accepted these terms.

Client Name:

Date:

Signature:

No Paperwork? Use This WhatsApp Message Instead

Copy this, fill in the brackets, and send it to a client before you begin their order.

Hi [Client Name], thank you for choosing me for your outfit!

Here are the payment terms for your order so we're both clear:

- Total price: N[Total Price]
- Deposit required before I start: N[Deposit Amount]
- Balance of N[Balance Amount] to be paid before the outfit is released to you

Work begins once the deposit is received, and materials are only purchased after that. If there are any changes to the design after we start, there may be a small additional charge.

Kindly confirm you're okay with these terms so we can get started. Thank you!

Tip: Save this as a saved reply / quick message in WhatsApp Business so it's ready for every new client.