

Get Paid — Client Message Scripts

Bonus 3 — The Price-Proof Method



Chimdindu Nain

Get-Paid Client Scripts

Bonus 3 · The Price-Proof Method

Copy the script for your situation, fill in the brackets, and send as-is or adjust to sound like you.

1 When Requesting a Deposit

Situation: The client wants you to start their order.

Hi [Client Name], thank you for choosing me for this!
To get started, kindly send the deposit of N[Amount]
(or [X]% of the total price). Once received, I'll begin
sourcing materials right away.

2 When Reminding a Client About an Outstanding Balance

Situation: The job is completed, but the balance hasn't been paid.

Hi [Client Name], your outfit is complete and looking
good! Once the balance of N[Amount] is received, I'll
have it ready for pickup/delivery. Let me know when
you're able to send it.

3 When the Client Says "I'll Pay Later"

Situation: The client wants to delay payment without a clear date.

I understand things can be tight sometimes. Could you
let me know exactly when I should expect payment?
That way I can plan the job properly on my end too.

4 When a Client Wants the Outfit Before Completing Payment

Situation: The client is asking you to release the item before the balance is paid.

I totally understand you want it now! My policy is that
the balance is settled before the outfit is released —
this applies to all my clients. Once the balance of
N[Amount] is in, I'll have it sent to you immediately.

Get-Paid Client Scripts

Bonus 3 · The Price-Proof Method (continued)

5 When a Client Has Gone Silent

Situation: You've delivered value or reached a milestone, but there's been no response.

Hi [Client Name], just checking in on your order. Kindly let me know if you have any questions, and when I should expect the outstanding N[Amount] so I can proceed. Looking forward to hearing from you.

6 When a Client Asks for Another Discount

Situation: The client has already agreed on a price and is now asking for more off.

I appreciate you asking! My price for this job is already based on exactly what it costs to deliver it well, so I don't have extra room to reduce it further. If budget is a concern, I'm happy to look at a simpler design or fabric option instead.

7 When Additional Work Has Increased the Price

Situation: The client has requested changes that add real cost after the original quote.

Since you'd like to add [change/detail], this will increase the total by N[Extra Amount] to cover the extra materials/time involved. Kindly confirm you're happy with the new total of N[New Total] before I continue.

8 When a Job Is Already Stuck

Situation: Payment has stalled significantly and a firmer message is needed.

Hi [Client Name], I want to resolve this properly. As agreed, the outstanding balance is N[Amount]. Kindly complete this by [date] so we can close this out. If I don't hear back by then, I'll have to [state your policy — e.g. hold the item / offer it for resale]. I hope we can settle this smoothly.

Get-Paid Client Scripts

Bonus 3 · The Price-Proof Method (continued)

***You don't need to sound rude to be firm.
Clear communication is part of good business.***