

BILLING CONTRACT AGREEMENT

Billing Location: _____ Invoice Number: _____

Billing Party Information:

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Client Information:

Client Name: _____

Billing Address: _____

Phone: _____

Email: _____

Invoice Details:

Description of Goods or Services: _____

Quantity: _____ Unit Price (USD): _____

Total Amount Due (USD): _____

Payment Terms and Conditions:

Payment Method: _____

Payment Due Date: _____

Late Payment Penalties: _____

Clause 1 – Agreement Scope

This Billing Contract Agreement ('Agreement') sets forth the terms and conditions under which the Billing Party agrees to provide invoicing services for the Client in accordance with the details set forth herein.

Clause 2 – Services Provided

The Billing Party shall issue invoices to the Client for goods and/or services rendered, including accurate descriptions, quantities, unit prices, and total amounts. The Billing Party agrees to maintain accurate records and provide copies of invoices upon request.

Clause 3 – Payment Obligations

The Client agrees to pay all invoiced amounts in full by the due dates specified in each invoice. Payment shall be made by the agreed payment method. Timely payment is essential and any delay may be subject to penalties.

Clause 4 – Late Payment and Penalties

If the Client fails to pay the invoiced amount by the due date, the Client shall be liable for late payment penalties as specified herein. The Billing Party reserves the right to suspend services until all outstanding payments, including penalties, are received.

Clause 5 – Disputes and Adjustments

The Client must notify the Billing Party in writing of any disputed invoice items within five (5) business days of receipt. Undisputed portions of the invoice remain payable. The parties shall work in good faith to resolve disputes promptly.

Clause 6 – Confidentiality

Both parties agree to keep all billing information, Client data, and other confidential information obtained under this Agreement strictly confidential and to use such information solely for purposes of fulfilling obligations under this Agreement.

Clause 7 – Termination

Either party may terminate this Agreement upon thirty (30) days' written notice. Upon termination, all outstanding amounts shall become immediately due and payable. Termination shall not affect rights or obligations accrued prior to termination.

Clause 8 – Indemnification

The Client agrees to indemnify, defend, and hold harmless the Billing Party from any claims, damages, liabilities, or expenses arising out of Client's failure to provide accurate information or comply with the terms of this Agreement.

Clause 9 – Limitation of Liability

The Billing Party shall not be liable for indirect, incidental, consequential, or punitive damages arising from the performance of services under this Agreement, except as required by applicable law.

Clause 10 – Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the United States and the applicable State law without regard to conflict of law principles.

Clause 11 – Entire Agreement

This Agreement constitutes the entire agreement between the parties regarding billing services and supersedes all prior discussions, agreements, or understandings of any kind.

Clause 12 – Amendments

No amendment or modification of this Agreement shall be effective unless in writing and signed by authorized representatives of both parties.

Clause 13 – Notices

All notices required or permitted under this Agreement shall be in writing and delivered by hand, certified mail, overnight courier, or electronic means with confirmation, to the addresses provided herein.

Clause 14 – Severability

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Clause 15 – Force Majeure

Neither party shall be liable for delays or failure to perform due to causes beyond their reasonable control, including acts of God, acts of government, natural disasters, strikes, or pandemics.

Clause 16 – Waiver

No failure or delay in exercising any right shall operate as a waiver thereof, nor shall any single or partial exercise preclude further exercise of any right or remedy.

Clause 17 – Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original but all constitute one and the same instrument.

Clause 18 – Electronic Signatures

Electronic signatures shall be deemed valid and enforceable and have the same legal effect as handwritten signatures.

Clause 19 – Client Responsibilities

The Client is responsible for providing accurate and complete billing information and for timely communication regarding any changes or disputes.

Clause 20 – Billing Party Responsibilities

The Billing Party shall perform services diligently, maintain confidentiality, and comply with all applicable laws and regulations in connection with this Agreement.

BILLING PARTY SIGNATURE

CLIENT SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://docs-finance.com/billing-contract-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-finance.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.