

Payment Schedule Document

Loft Conversion

For

Mr and Mrs Joe Bloggs

Deposit

A 20% deposit to clear in FarrellWolst's account no later than (DATE HERE) which is £.

The total contract price is £.

Payment Details;

Account name: FarrellWolst

Account Number: xxxxxx

Sort Code: xxxxxx

Weekly Installments

The job will run for 10 weeks (subject to changes to spec, unforeseen, adverse weather, added works, etc.) We will require a weekly installment to clear in our accounts no later than 12 noon every Friday, with the first Friday for payment being (insert date)

The weekly draw amounts to £ (overall amount – 20% deposit – 1.5% retained = 78.5% of overall amount/weeks)

Client Retention

The client will hold back a 1.5% retention amount until the job is finished and the snagging list is completed, this amount is therefore £.

Kindest Regards,

FarrellWolst