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FREE WORKSHEET

Late fee sizing worksheet

Three structures, your own invoice, and a 30/60/90-day test before you commit to a number.

1. Before you pick a number

- ☐ I know whether my clients are businesses, consumers or both
- ☐ I have checked the late-fee and interest rules where I am: _____
- ☐ I have checked the rules where my main clients are: _____
- ☐ My contract or quote can state the fee before work starts

Rules vary by state and country. This sheet is not legal advice.

2. My invoices

Typical (median) invoice $_____ Smallest $_____ Largest $_____ Usual terms: net _____ days

3. Three structures on my typical invoice

Structure	Setting	30 days late	60 days late	90 days late
Percentage, every 30 days	_____ %			
Flat fee, every 30 days	$_____			
Yearly interest, by the day	_____ % a year			

4. Decisions

Structure: _____ Grace period: _____ days Repeats every _____ days Cap: $_____

5. The sentence for my terms

Payment is due within _____ days. A late fee of _____ is added _____ days after the due date
and every _____ days after that, up to $_____ in total.