

Invoice payment terms cheat sheet

What each term means, which clients it suits, and wording to paste into your terms box.

1. What the terms mean

Term	Means	Suits
Due on receipt	Pay as soon as you get the invoice	One-off private clients, small jobs
Net 7 / Net 14	Pay within 7 or 14 days of the invoice date	Small businesses, repeat clients
Net 30	Pay within 30 days of the invoice date	Companies with a monthly payment run
Net 45 / Net 60	45 or 60 days	Only when a large client insists, priced in
Deposit + balance	Part before work, the rest on completion	Big jobs, materials bought up front

2. Terms-box wording to copy

Payment due by [date] ([terms]). Pay by bank transfer to [account details] or online at [link], quoting invoice [number].

Late payments: a fee of [amount or %] is added if payment is not received by [date].

3. My defaults

Client type	My terms	Late fee
Private client, one-off		
Small business		
Company with accounts dept		
Large job		

4. Before every invoice

- ☐ Terms match what the quote said
- ☐ The due date is written as a date
- ☐ How to pay is on the invoice

☐ Sent the day the work was finished

The full guide: fynl.io/blog/invoice-payment-terms/

Free invoice generator: fynl.io/free-invoice-generator