

Service Payment Schedule

Mrs Jones
15 Radcliffe Road
Croydon
CR0 5QG



PROJECT: LOFT CONVERSION - PROJECT TOTAL COST: £30,000

THE SCHEDULE AS AGREED BY BOTH PARTIES. PAYMENT SHOULD CLEAR THE COMPANY ACCOUNT BY THE AGREED DATES IN THE 'PAYMENT DUE COLUMN'

Task Ref:	Description	Payment Due Date	Draws	Comment
1	Down payment: 20% before project begins			
2	2nd Instalment: 25%			
3	3rd Instalment: 25%			
4	4th Instalment: 20%			
5	Final Payment: 10%			
	Snagging list			

Date: _____

Customer: _____ Address: _____

Signed: _____

Print full name: _____
[On Behalf of Customer]

Signed: _____

Print full name: _____
[On Behalf of Diligent Developments Limited]

PLEASE SEND PAYMENT TO OUR OFFICES VIA CHEQUE OR DEPOSIT FUNDS VIA BANKING

Account Name: **Diligent Developments Limited**
Bank: **Nat West Business Banking**
Sort Code: **XXXXXXXXXX**
Account #: **XXXXXXXXXXXXXX**

Address: Po Box 3207
South Croydon
CR2 8WR