

PAST-DUE INVOICE PAYMENT PLAN

Structured catch-up plan for overdue invoices between a business and a customer

This Past-Due Invoice Payment Plan (the “Agreement”) is entered into as of ____ day of _____, 20__ (the “Effective Date”), by and between:

CREDITOR (the business owed payment)

Business Legal Name	
Business Address	
Tax ID / Reg. No.	
Authorized Representative	
Email	
Telephone	

CUSTOMER (the party that owes payment)

Legal Name	
Address	
Account No.	
Authorized Representative	
Email	
Telephone	

1. Past-Due Balance

The Customer acknowledges that, as of the Effective Date, an outstanding balance of \$ _____ is due to the Creditor under the following invoices:

Invoice #	Invoice Date	Original Amount	Balance Due

Invoice #	Invoice Date	Original Amount	Balance Due
		TOTAL	

2. Catch-Up Payment Schedule

The Customer shall pay the past-due balance according to the following schedule:

Payment #	Due Date	Amount
1		
2		
3		
4		
5		
6		
	TOTAL	

3. Continuing Obligations

The Customer shall continue to pay current invoices in full and on time as they become due. Amounts paid under this Agreement shall be applied first to the past-due balance, unless the Parties agree otherwise in writing.

4. Interest and Fees

(Optional.) Past-due amounts shall accrue interest at ____% per month (or the maximum permitted by law, whichever is less) until paid in full. A late fee of \$_____ shall apply to any installment under this Agreement that is more than ____ (___) days overdue.

5. Service Status

Provided the Customer remains current under this Agreement, the Creditor shall continue providing services/goods under the existing terms. If the Customer defaults, the Creditor may suspend or terminate services and pursue collection in accordance with Article 6.

6. Default and Acceleration

The Customer shall be in default if any installment is more than ____ (___) days overdue or any current invoice goes unpaid past its normal due date. Upon default, the full past-due balance, plus any unpaid current invoices, shall become immediately due and payable, and the Creditor may pursue any available remedies, including reasonable collection costs and attorneys’ fees.

7. Effect of This Agreement

This Agreement does not waive or release any prior obligations, except as expressly set forth. If the Customer fully performs this Agreement, the Creditor agrees not to commence legal action with respect to the invoices listed in Article 1 during the term of this Agreement.

8. Governing Law

This Agreement shall be governed by the laws of _____.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

<p>CREDITOR</p> <hr/> <p>Signature</p> <p>Name: _____</p> <p>Date: _____</p>		<p>CUSTOMER</p> <hr/> <p>Signature</p> <p>Name: _____</p> <p>Date: _____</p>
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— END OF AGREEMENT —

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