

Common Invoice Terms

Net 30/60/90

This is one of the most general terms, indicating payment is due within 30/60/90 days from the invoice date.

Due on Receipt (DOR) or Payment Upon Receipt (PUR)

Payment is expected immediately upon receipt of the invoice. For example, when a small amount is due.

Partial Payment or Installments

You could agree to accept partial payment or payment in installments. Make sure to outline the specific terms for each payment installment or percentage in the invoice.

Prepayment or Deposit

You may request a prepayment or deposit before starting the work or delivering the goods for longer projects. The invoice specifies the amount and due date for this upfront payment.

End of Month (EOM)

Include this if you want your client to pay at the end of the month. For example, to have a steady monthly cash flow.