

Strive for a Five

CONTRACT TEMPLATE L

"Upon Payment of This Account" Invoice Wording

Australian edition

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Free to use — please read first

These templates are free, and they're a starting point, not a finished contract. They are general information only. They are not legal advice, and Strive for a Five is not a law firm.

Laws differ between states, territories and countries, they change over time, and every cleaning business and every client is different. A template can't know your situation.

Before you use, sign or send any of these documents, please have them reviewed by a qualified legal practitioner where you work. In Australia that's a solicitor or lawyer with a current practising certificate. Your state or territory law society can point you to one.

By downloading, you agree that you use the templates at your own risk and that, to the extent the law allows, Strive for a Five isn't liable for any loss that comes from using them.

Template L: "Upon Payment of This Account" Invoice Wording

Template notice. This is a template only. It is not legal advice and may not suit your circumstances. Both parties are encouraged to get independent legal advice before signing.

When to use this: Add one of these lines to the foot of your invoices on an ongoing contract, and especially to the annual rollover invoice.

It reminds the client what they signed. It doesn't create anything new.

How the wording works

Each variant below says three things: the invoice is issued under the signed agreement, paying it means the client is carrying on with that agreement, and nothing new has been added. Pick one, copy it to the foot of the invoice, and fill in the underscore lines.

Variant 1: Light

This invoice is issued under our Cleaning Services Agreement dated ____ / ____ / _____. Payment of this account continues that agreement on its existing terms. No new terms are added by this invoice.

Variant 2: Standard

This invoice is issued under the Cleaning Services Agreement between _____ (Client) and _____ (Contractor) dated ____ / ____ / _____ (the "Agreement"). Payment of this account is made under the Agreement, including its renewal and notice clauses (clauses ____ to ____). This invoice does not change the Agreement or add any new terms.

Variant 3: Firm

This invoice is issued under, and is subject to, the Cleaning Services Agreement between _____ (Client) and _____ (Contractor) dated ____ / ____ / _____ (the "Agreement"). Payment of this account confirms that the Agreement is continuing for the term shown on this invoice, on the terms already agreed, including clause ____ (renewal) and clause ____ (notice and termination). A renewal reminder was sent on ____ / ____ / _____. This invoice does not change the Agreement or add any new terms. If you believe any part of this invoice is wrong, please tell us in writing within ____ days.

Annual rollover invoice: extra line

For the invoice that covers the first period of a Renewal Term, add this line above the wording you chose:

This invoice covers the Renewal Term from ____ / ____ / _____ to ____ / ____ / _____ at the price notified in our renewal reminder dated ____ / ____ / _____.

When such wording helps, and its limits

It can help by:

- Keeping the signed agreement in front of everyone, so the invoice reads as part of an ongoing relationship, not a one-off job.
- Showing, in writing and in the client's own records, that the renewal and notice terms were pointed out again.
- Making it easy for the client to spot a mistake early, because the dates and term are on the invoice.

It can't:

- Add terms the client never agreed to. A line on an invoice doesn't change a signed agreement, and wording that tries to add new terms may not be fair or enforceable.
- Replace the agreement, the renewal reminder (Template M) or a signed variation (Template F).
- Stop a client from raising a genuine problem with the work or the invoice.
- Work well on its own if the client was never given a copy of the agreement.

Keep the wording friendly and accurate, send the invoice with a copy of the agreement attached the first time, and check with your legal adviser before using the firm variant. Keep a copy of each invoice and the date it was sent.