

# Landscaping contract payment schedule



Fill-in language for the one section of your contract that decides whether you get paid.  
Adapt the numbers to your business and have your own counsel review the final wording.

The power of partnership

## 1 Design-build and installation *staged draws, materials first*

| DRAW         | DUE                       | PURPOSE                    | AMOUNT   |
|--------------|---------------------------|----------------------------|----------|
| Draw 1       | On contract execution     | Covers 100% of materials   | \$ _____ |
| Draw 2       | First day of on-site work | Mobilization and startup   | \$ _____ |
| Draw 3       | 33% completion            | Progress payment           | \$ _____ |
| Draw 4       | 66% completion            | Progress payment           | \$ _____ |
| <b>Final</b> | Substantial completion    | <b>Keep at or below 7%</b> | \$ _____ |

*Approved change orders are invoiced separately as incurred, not settled at the end.*

## 2 Recurring maintenance *twelve months, not ten*

Annual contract value \$ \_\_\_\_\_ billed in \_\_\_\_\_ equal monthly installments (use 12)

Invoiced on the \_\_\_\_\_ day of each month, beginning \_\_\_\_\_

Prepay discount for payment in full before season start \_\_\_\_\_ %

*Billing across twelve months means January and February fund your spring, instead of the reverse.*

## 3 Snow and ice *seasonal, not per push*

Season includes \_\_\_\_\_ plow events and \_\_\_\_\_ salt applications

Billed in \_\_\_\_\_ equal payments across \_\_\_\_\_ months, beginning \_\_\_\_\_

Materials deposit due before season start \$ \_\_\_\_\_ Overage rate \$ \_\_\_\_\_ per event

*Per-push pricing means your cash arrives only if the weather cooperates.*

## 4 Terms and follow-up *applies to every service line*

Invoices due within \_\_\_\_\_ days of issue (7 is the tightest most clients will accept)

Day \_\_\_\_\_ statement issued Day \_\_\_\_\_ second statement Day \_\_\_\_\_ telephone follow-up

Accepted methods ☐ card on file ☐ ACH ☐ wire ☐ check ☐ prepay only

*Contractor may suspend work on any project with a balance outstanding beyond these terms.*

### SAMPLE CLAUSE

*Payment shall be made in five draws. Draw one, due on contract execution, covers all materials. Draw two is due on the first day of on-site work. Draws three and four are due at 33 percent and 66 percent completion respectively. The final draw, not to exceed 7 percent of the contract value, is due on substantial completion. Invoices are due within seven days of issue. A statement will be issued on day three and again on day five. On day seven, unpaid balances will be followed up by telephone. Contractor reserves the right to suspend work on any project with an outstanding balance beyond terms.*