**EMAIL TEMPLATE**

**How to Ask for Payment Before Starting a Job**

**Dear [Customer Name]:**

As discussed in previous conversations and outlined in our estimate, we are requiring [insert required down payments/other terms, e.g. “a 50% deposit”] for the [insert product or service] that you have agreed to. You will find an invoice attached with the details of the work that will be performed along with the total cost.

We have also summarized this information below:

**Invoice Number**: [insert invoice number]

**Description**: [insert product or service]

**Total Amount**: $[insert amount]

**Deposit Required**: $[insert amount]

**Deposit is Due:** [insert date]

Please note that if the deposit isn’t received by the due date we will not be able to begin work on your project. Once we have completed the work, the remaining balance will be due within [number of days or weeks] after the completion date.

We accept payment via check, debit card, or credit card. If you wish to pay using debit or credit card, please reply to this email and we will send you a payment link to a secure online payment portal. If you wish to pay by check, you can mail it to [insert your mailing address].

For any questions and concerns, you may call us at (xxx) xxx-xxxx.

We appreciate your business.

Sincerely,

**[Your Name]**

**[Position/Job Title]**

**[Contact Details]**