Deposit and milestone payment schedule

Tie payment dates to agreed project milestones.

Three steps

1. Agree milestones
2. Calculate shares
3. Record dates in writing

A worked example

Milestone	Kickoff
Total fee	1000
Share	40%
Amount	400
Due	Before start

40 percent of 1000 equals 400.

Follow agreed contract terms.

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Use one row per item or decision. Start with what you know.

Milestone	Total fee	Share	Amount	Due

My next action / when