

# Payment Plan Agreement

This agreement sets a schedule for paying a past-due balance in installments. It is between the seller and the buyer named below.

Seller: \_\_\_\_\_

Buyer (legal name): \_\_\_\_\_

Buyer's state cannabis license number: \_\_\_\_\_

Date of this agreement (MM/DD/YYYY): \_\_\_\_\_

## 1. The balance

The buyer agrees that it owes the seller the balance below for the invoices listed, and that the balance is not in dispute.

Total balance owed: \_\_\_\_\_

Invoice numbers covered: \_\_\_\_\_

## 2. Payment schedule

The buyer will pay the balance in the installments below, each on or before its due date.

| Payment | Due date (MM/DD/YYYY) | Amount | Paid on |
|---------|-----------------------|--------|---------|
|         |                       |        |         |
|         |                       |        |         |
|         |                       |        |         |
|         |                       |        |         |
|         |                       |        |         |
|         |                       |        |         |

Payment method (e-check, ACH, check): \_\_\_\_\_

The buyer may pay early or pay more than an installment at any time without penalty.

### 3. If a payment is missed

If an installment is not paid within the grace period below after its due date, the seller may treat the whole remaining balance as due right away and stop the plan.

Grace period (days): \_\_\_\_\_

### 4. New orders during the plan

Choose one: ☐ New orders ship on the buyer's normal terms while the plan is current. ☐ New orders ship cash on delivery until the balance is paid.

### 5. Everything else

Except for the schedule above, the original invoices and the parties' existing terms still apply. The seller does not give up any right by accepting a late or partial payment. Changes to this agreement must be in writing and signed by both parties.

\_\_\_\_\_  
Seller signature

\_\_\_\_\_  
Buyer signature

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
**Not legal advice — have your counsel review it before you use it.**