

OVERDUE INVOICE

Reference: # _____

DATE ISSUED _____ / _____ / _____

FROM (CONSULTANT) _____

TO (CLIENT) _____

Description of Services	Original Due Date	Amount Due
_____	____ / ____ / ____	\$ _____
Late Payment Interest / Penalty Fee	-	\$ _____

Subtotal: \$ _____
TOTAL OUTSTANDING: \$ _____

PAST DUE NOTICE: This payment is now significantly overdue. Please remit the total outstanding balance immediately to avoid further late fees or legal action.

PAYMENT INSTRUCTIONS
