

INVOICE

[Invoice Number]

OVERDUE

FROM:

[Freelancer Name]
[Business Address]
[Email Address]
[Phone Number]

BILL TO:

[Client Name/Company]
[Client Address]
[Client Email]

Issue Date: [Date]
Original Due Date: [Date]
Days Overdue: [Number]
Currency: [USD/EUR/GBP]

Description	Rate/Price	Qty/Hours	Amount
[Project Name / Service Description]	[0.00]	[0]	[0.00]
Late Payment Interest/Fee ([Percentage]%)	-	-	[0.00]
Subtotal: [0.00]			
Late Fee: [0.00]			

Total Balance Due: [0.00]

Payment Instructions:

[Bank Name] | Account: [Number] | Routing: [Number] | [Other Payment Methods]

Please disregard this notice if payment has already been sent.