

[Your Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

OVERDUE INVOICE

Invoice #: [00000]
Date: [MM/DD/YYYY]

BILL TO:

[Client Name]
[Client Company]
[Client Address]

PROJECT DETAILS:

Project: [Project Name/ID]
Original Due Date: [MM/DD/YYYY]
Days Overdue: [00]

Description	Milestone/Phase	Amount
[Original Project Balance]	[Phase Name]	\$0.00
Late Payment Interest/Fee ([0]%)	Penalty	\$0.00
Subtotal:		\$0.00
Late Charges:		\$0.00
Total Balance Due:		\$0.00

Payment Terms: Please remit payment immediately via [Bank Transfer/Check/Online].

Notes: This invoice includes late fees as per the original project agreement dated [MM/DD/YYYY].