

INVOICE

[Invoice Number]

OVERDUE

Date: [Current Date]

FROM (Virtual Assistant):

[Your Name/Business Name]
[Your Address]
[Email Address]

TO (Client):

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

Description of Services	Hours/Qty	Rate	Amount
[Service Description - Original Invoice #][Number]]	[0.00]	[\$[0.00]]	[\$[0.00]]
Late Payment Fee ([Percentage]% or Fixed)	-	-	[\$[0.00]]
Interest Accrued ([Number] Days Overdue)	-	-	[\$[0.00]]
Original Subtotal: \$[0.00]			

Total Penalties: \$[0.00]

TOTAL DUE: \$[0.00]

PAYMENT INSTRUCTIONS:

Please remit payment via [PayPal/Bank Transfer/Stripe] to: [Payment Details]

Note: This payment is now [Number] days past the original due date of [Original Due Date]. Please settle this balance immediately to avoid further service disruption or additional interest charges.