

INVOICE

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

PAST DUE

Invoice #: [000]
Date Issued: [Date]
Original Due Date: [Date]

Bill To:

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

Payment Terms:

Payment was due [Number] days ago. Please remit payment immediately to avoid further late penalties or suspension of services.

Description of Writing Services	Quantity/Words	Rate	Total
[Project Title/Article Name]	[Amount]	[\$[0.00]]	[\$[0.00]]
[Editing/Revision Work]	[Hours]	[\$[0.00]]	[\$[0.00]]
Late Payment Fee ([Percentage]%)	-	-	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

Total Balance Due: \$[0.00]

Payment Methods:

[PayPal Email / Bank Transfer Details / Payment Link]

Notes:

Please disregard this notice if payment has already been sent. For questions regarding this invoice, contact [Name] at [Email].