# INVOICE

**[Company Name]**
[Street Address]
[City, State, Zip]

**OVERDUE**

**Invoice #:** [00000]
**Date:** [MM/DD/YYYY]
**Project:** [Project Title]

**Bill To:**

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

**Payment Terms:**

Original Due Date: [MM/DD/YYYY]
Days Overdue: [Number]
Late Fee Rate: [Percentage/Flat Fee]

| Description | Quantity/Hours | Rate | Amount |
|---|---|---|---|
| [Project Milestone/Service Name] | [0.00] | $[0.00] | $[0.00] |
| [Project Milestone/Service Name] | [0.00] | $[0.00] | $[0.00] |
| Late Payment Interest/Fee | - | - | $[0.00] |

Subtotal: $[0.00]
Tax ([0]%): $[0.00]

## Total Balance Due: $[0.00]

**Notes & Instructions:**

Please remit payment via [Wire Transfer/ACH/Check]. This invoice is now past due. Continued delay may result in the suspension of ongoing project services.

**Bank Details:** [Bank Name] | **Account:** [Number] | **Routing:** [Number]