# INVOICE

**[Contractor Company Name]**
[Street Address]
[City, State, Zip]
[Tax ID / EIN]

**PAST DUE**

**Invoice #:** [00000]
**Original Date:** [MM/DD/YYYY]
**Due Date:** [MM/DD/YYYY]

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**Bill To:**
[Client Company Name]
[Client Billing Address]
[Attn: Project Manager/Accounts Payable]

| Description of Services / Phase | Quantity/Hrs | Rate | Amount |
|---|---|---|---|
| [Project Name: Labor/Materials/Milestone] | [0.00] | $[0.00] | $[0.00] |
| [Additional Service Item] | [0.00] | $[0.00] | $[0.00] |
| **Late Payment Penalty ([0]% per month)** | **-** | **-** | **$[0.00]** |

Subtotal: $[0.00]
Tax: $[0.00]
**Total Balance Due: $[0.00]**

**Payment Instructions:**
Please remit payment via ACH, Wire, or Check within [X] days of this notice to avoid further collection actions. Make checks payable to: **[Contractor Company Name]**

**Project Location:** [Job Site Address/Contract Number]