INVOICE

[Contractor/Company Name]
[Address Line 1]
[City, State, Zip]
[Phone / Email]

Invoice #: ___________
Date: ___________
Due Date: ___________

FINAL NOTICE: PAST DUE ACCOUNT

Bill To:
[Client Name]
[Client Address]
[City, State, Zip]

Description of Services/Materials	Quantity	Rate	Amount
Late Payment Penalties / Interest			

Subtotal: $________
Tax: $________

Total Amount Due: $________

Payment Terms & Legal Notice:

This is the final notice regarding your unpaid balance. Payment must be received within [X] days of the date listed above. Failure to remit payment may result in the suspension of services, the filing of a mechanic's lien, or legal action to recover the debt.

Please make checks payable to: **[Contractor Name]**

Thank you for your prompt attention to this matter.