PENALTY FEE INVOICE

Invoice #: [00000]
Date Issued: [Date]

[Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

BILL TO (CONTRACTOR): **[Contractor Name]**
[Business Name]
[Address]
[Tax ID/VAT]
PROJECT REFERENCE: Project Name: [Project Name]
Contract ID: [Contract #]
Due Date: [Payment Due Date]

Description of Violation / Delay	Contract Clause	Penalty Amount
[Example: Project Completion Delay - 5 Days]	[Section 4.2]	$0.00
[Example: Failure to Meet Quality Standards]	[Section 8.1]	$0.00
[Other Specific Non-Compliance Fee]	[Section Reference]	$0.00

Subtotal: $0.00
Adjustments: $0.00
Total Penalty Due: $0.00

Notes / Payment Instructions:

Please remit payment within [X] days. This penalty is assessed in accordance with the terms signed in the Master Service Agreement. Failure to pay may result in deduction from outstanding project invoices.