

[BUSINESS NAME]

[License Number]
[Address Line 1]
[City, State, Zip]
[Phone/Email]

PAST DUE INVOICE

Invoice #: [0000]
Date Issued: [Date]
Original Due Date: [Date]

OVERDUE NOTICE: This invoice is currently [Number] days past due.

BILL TO:

[Client Name]
[Client Address]
[Client City, State, Zip]

PROJECT LOCATION:

[Job Site Address]

Description of Electrical Services/Materials	Qty/Hrs	Rate	Total
[Service Description]	0.0	\$0.00	\$0.00
[Materials/Parts]	0.0	\$0.00	\$0.00
Late Fee / Interest Charge	1	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00
TOTAL DUE: \$0.00

Payment Notes:

Please remit payment immediately to avoid further late penalties or service interruptions. We accept [Payment Methods].

Thank you for your business. If payment has already been sent, please disregard this notice.