**[Contractor Business Name]**
[Address Line 1]
[City, State, Zip]
[Phone Number]

# PAST DUE

Notice Date: [Date]

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## PAYMENT REMINDER: OVERDUE NOTICE

**TO:**
[Client Name]
[Project Address]
[Client Phone/Email]
**PROJECT REFERENCE:**
Project ID: [ID Number]
Original Invoice #: [Invoice Number]
Original Due Date: [Date]

Our records indicate that payment for the following completed work/materials is now **[Number]** days past due.

| Description of Work / Materials | Service Date | Amount |
|---|---|---|
| [Line Item Description] | [Date] | $[0.00] |
| [Line Item Description] | [Date] | $[0.00] |

Invoice Subtotal: $[0.00]
Late Fees/Interest: $[0.00]

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**TOTAL DUE: $[0.00]**

**Payment Instructions:** Please remit payment via [Check/Wire/Credit Card] to the address listed above.

If payment has already been sent, please disregard this notice. If you have questions regarding this invoice or require updated lien waivers, please contact our office immediately.

Authorized Signature