# PAST DUE NOTICE

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

**Invoice #:** [00000]
**Invoice Date:** [MM/DD/YYYY]
**Due Date:** [MM/DD/YYYY]
**Days Overdue:** [00]

---

**BILL TO:**

[Customer Company Name]
[Contact Name]
[Street Address]
[City, State, Zip]

**PAYMENT TERMS:**

[e.g., Net 30]
Late Fee Applied: [0.0%]
Payment Method: [Check/ACH/Wire]

| SKU/Item | Description | Qty | Unit Price | Amount |
|---|---|---|---|---|
| | | | | |
| | | | | |

Subtotal: $0.00
Late Interest/Fees: $0.00
Total Balance: $0.00

**REMINDER:** Our records indicate that payment for this wholesale shipment is now past due. To maintain your credit standing and avoid service interruptions or further late penalties, please remit payment immediately.

Please make checks payable to **[Vendor Business Name]**.
For wire transfer instructions, please contact [Department/Phone].