

INVOICE

[Maintenance Company Name]
[Street Address]
[City, State, Zip]

OVERDUE

Invoice #: [000000]
Date Issued: [Date]
Original Due Date: [Date]

BILLED TO:

[Client Name]
[Client Address]
[Contact Email/Phone]

SERVICE LOCATION:

[Property Name/Address]
[Unit or Suite Number]

OVERDUE NOTICE: Our records indicate that payment for the services listed below is significantly past due. Please remit payment immediately to avoid service interruption or additional late fees.

Service Description	Date	Rate	Amount
[Service Name - e.g., HVAC Maintenance]	[MM/DD/YY]	[\$[0.00]]	[\$[0.00]]
[Service Name - e.g., Facility Inspection]	[MM/DD/YY]	[\$[0.00]]	[\$[0.00]]
Subtotal: \$[0.00]			
Tax: \$[0.00]			

Late Fee: \$[0.00]

Total Due: \$[0.00]

Payment Instructions:

Please make checks payable to **[Company Name]** or pay online via **[Portal Link/URL]**.

If payment has already been sent, please disregard this notice. For billing inquiries, contact [Phone Number] or [Email].