

[Business Name]

[Address]
[Phone]
[Email]

PAST DUE

INVOICE

Invoice #: [0000]
Date: [Date]

Bill To:
[Client Name]
[Client Address]
[Client Phone]

Service Location:
[Address/Unit Number]
Due Date: [Date]

Description of Service	Rooms/Area	Rate	Amount
Steam Cleaning / Hot Water Extraction	[Qty]	[\$[0.00]]	[\$[0.00]]
Stain Treatment / Deodorizing	[Qty]	[\$[0.00]]	[\$[0.00]]
Late Fee / Interest	1	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax: \$[0.00]

Total Balance Due: \$[0.00]

Payment Instructions: Please remit payment immediately. We accept [Check/Zelle/Credit Card].

Notes: This invoice is now [Number] days past due. If payment has already been sent, please disregard this notice.