INVOICE

[Company Name]
[Address Line 1]
[Phone] | [Email]

PAST DUE

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

OVERDUE NOTICE: Our records indicate that payment for the industrial cleaning services listed below has not been received. Please remit payment immediately to avoid late fees or service interruption.

Bill To:
[Client Name]
[Facility Name/Dept]
[Client Address]
[Client Email]
Service Location:
[Site Name/Address]
Service Date: [Date]
Purchase Order: [PO #]

Description of Industrial Service	Qty/Hrs	Rate	Total
[e.g., Pressure Washing / Degreasing]	[0.0]	$[0.00]	$[0.00]
[e.g., Hazardous Waste Disposal]	[0.0]	$[0.00]	$[0.00]
[e.g., Post-Construction Cleanup]	[0.0]	$[0.00]	$[0.00]

Subtotal: $[0.00]

Tax: $[0.00]

Late Fees: $[0.00]

Total Balance Due: $[0.00]

Payment Instructions:
Please make checks payable to **[Company Name]**.
Bank Transfer: [Bank Name] | Acc: [Number] | Routing: [Number]
Terms: [Net 30 / Immediate]