INVOICE

[Your Company Name]

[Business Address]

[Phone/Email]

PAST DUE

Invoice #: [0000]

Date Issued: [Date]

Original Due Date: [Date]

Client / Contractor:

[Client Name]
[Company Name]
[Project Site Address]

Project Reference:

[Project Name/Phase]

Description of Service	Sq. Footage / Units	Rate	Amount
Post-Construction Rough Clean	[0.00]	$[0.00]	$[0.00]
Final Detail Clean / Reclean	[0.00]	$[0.00]	$[0.00]
Window/Glass Debris Removal	[0.00]	$[0.00]	$[0.00]
Floor Stripping/Waxing/Sealing	[0.00]	$[0.00]	$[0.00]

Subtotal: $[0.00]
Late Fee: $[0.00]

Total Due: $[0.00]

OVERDUE NOTICE:

This invoice is currently [Number] days past due. Please remit payment immediately to avoid further late penalties or interruption of future scheduled cleaning phases. If payment has already been sent, please disregard this notice.

Payment Instructions:

Checks payable to: [Company Name]

ACH/Wire: [Bank Details]