

[Janitorial Company Name]

[Street Address]
[City, State, Zip]
[Phone Number]

OVERDUE

Invoice #: [0000]
Date: [MM/DD/YYYY]
Original Due Date: [MM/DD/YYYY]

Bill To:
[Client Name]
[Facility Name/Attention]
[Client Address]
[Client Email]

Service Location:
[Facility Address]
[Service Frequency]

Service Description	Service Date(s)	Amount
General Cleaning & Maintenance Services	[Date Range]	\$0.00
Specialized Floor Care / Carpet Cleaning	[Date]	\$0.00
Consumable Supplies Restocking	[Date]	\$0.00

Subtotal: \$0.00
Late Fee / Interest: \$0.00

Total Amount Due: \$0.00

Notice: This invoice is now [Number] days past due. Please submit payment immediately to avoid further late penalties or service interruption.

Payment Methods: [Check, ACH, Credit Card, Portal Link]

Thank you for your business!