

INVOICE

[Cleaning Company Name]
[Phone Number]
[Email Address]

PAST DUE

Invoice #: [0000]
Date: [Date]

BILL TO:

[Client Name]
[Service Address]
[City, State, Zip]

PAYMENT STATUS:

Original Due Date: [Date]
Days Overdue: [Number]

Service Description	Service Date	Amount
Residential Deep Cleaning - [Rooms]	[Date]	\$0.00
Late Payment Fee	-	\$0.00
Subtotal: \$0.00		
Tax: \$0.00		
TOTAL DUE: \$0.00		

Payment Instructions:

Please remit payment via [Check/Zelle/Online Portal]. If payment has already been sent, please disregard this notice.

Thank you for your business!