

INVOICE

[Cleaning Company Name]
[Address Line 1]
[Phone Number]

OVERDUE

Invoice #: [0000]
Date: [Date]

Bill To:

[Client Name / Office Manager]
[Company Name]
[Office Address]

Payment Summary:

Original Due Date: [Date]
Days Overdue: [Number]
Total Due: \$[0.00]

Description of Cleaning Services	Quantity	Rate	Amount
General Office Cleaning (Standard)	[Qty]	[\$[0.00]]	[\$[0.00]]
Sanitization & Waste Removal	[Qty]	[\$[0.00]]	[\$[0.00]]
Late Payment Penalty	1	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

Balance Remaining: \$[0.00]

Notice: This payment is now past due. Please submit the balance via [Payment Method] immediately to avoid further service disruptions.

Thank you for your business.