

INVOICE

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

PAST DUE

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

Bill To:

[Client Name]
[Client Address]
[Client Phone]

Service Location:

[Address or "Same as Billing"]

Description of Service	Quantity	Rate	Amount
Upholstery Cleaning: [e.g. Sofa/Sectional]	[0]	[\$[0.00]]	[\$[0.00]]
Fabric Protection Treatment	[0]	[\$[0.00]]	[\$[0.00]]
Deodorizing / Pet Stain Treatment	[0]	[\$[0.00]]	[\$[0.00]]

Description of Service	Quantity	Rate	Amount
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Late Payment Fee	1	[\$[0.00]]	[\$[0.00]]
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Subtotal: \$[0.00]

Tax: \$[0.00]

Balance Due: \$[0.00]

Notes:

This invoice is now [Number] days past due. Please submit payment immediately to avoid further late fees or service interruptions. We accept [Payment Methods].

Thank you for your business!