

[Agency Name]

[Agency Address]
[Email/Phone]

OVERDUE

Invoice #: [0000]
Date: [Date]

Bill To:

[Client Name]
[Client Company]
[Client Address]

Payment Terms:

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

Service Description	Quantity/Hours	Rate	Amount
[Service Name - e.g. Social Media Management]	[0]	[\$[0.00]]	[\$[0.00]]
[Service Name - e.g. PPC Campaign Setup]	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Late Fee ([0] %): \$[0.00]
Total Balance Due: \$[0.00]

Payment Instructions: [Bank Name] | Account: [Number] | Wire/ACH: [Routing]

Please note that late payments may result in a temporary suspension of active marketing campaigns.