

[Agency Name]

[Address Line 1]
[City, State, Zip]
[Email/Phone]

OVERDUE INVOICE

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

Client:

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

Project Reference:

[Campaign Name/Retainer Period]

Notice: Our records indicate that payment for this invoice is now **[Number]** days past due. Please remit payment immediately to avoid service interruption or late fees.

Description of PR Services	Quantity/Hours	Rate	Total
Monthly Retainer / Media Relations	-	\$0.00	\$0.00
Press Release Writing & Distribution	-	\$0.00	\$0.00

Description of PR Services	Quantity/Hours	Rate	Total
Crisis Management Consultation	-	\$0.00	\$0.00

Subtotal: \$0.00

Late Fee (if applicable): \$0.00

Total Amount Due: \$0.00

Payment Instructions:

Bank: [Bank Name]
Account Name: [Name]
Account #: [00000000]
Routing #: [00000000]

Thank you for your business. If payment has already been sent, please disregard this notice.