

OVERDUE FEE INVOICE

Invoice #: _____
Date: _____

LESSOR / LANDLORD

LESSEE / TENANT

Property ID: _____

Description of Overdue Item	Original Due Date	Days Overdue	Amount / Rate
Lease Payment - Period: _____	_____	_____	\$ _____
Late Payment Penalty / Interest	-	-	\$ _____
Administrative Charges	-	-	\$ _____
Subtotal: \$ _____			
Tax (if applicable): \$ _____			
Total Amount Due: \$ _____			
PAYMENT INSTRUCTIONS			

Please remit payment within _____ days. Make checks payable to: _____.
Bank Transfer Details: SWIFT/IBAN: _____

Note: Failure to settle this balance may result in further legal action per the Industrial Lease Agreement.