

Client name

Client address

Zip Code / City

VAT: XX-XXXXX

Client no.: 123456

Invoice no.: 20XX/XX

Invoice date: DD.MM.YYYY

Reminder date: DD.MM.YYYY

1st Reminder for invoice no. [Invoice no.]

Dear [Client Name],

This is a friendly reminder that the following invoice [invoice no.] is now [no. of days] days overdue. I'd appreciate it if you could send me the payment as soon as possible, by [DD.MM.YYY] at the latest.

If you have already sent the payment, please disregard this letter. Otherwise, please note that overdue fees and a past-due interest of [X%] will be charged for future reminders.

Thank in advance,

John Doe

John Doe

Street and number
ZIP code, city, country

Contact

+123 – 111 222 333
john.doe@business.com

Payment information

PayPal: john.doe@business.com
IBAN: YYXX XXXX XXXX XXXX XX

INVOICE DUE

Title/Description	Cost	Unit	Qty	Subtotal
1. WordPress Web Design Start with mockups, 10 pages and site structure. Discussion to see if mockups need any edition, with the OK moving forward to the actual design.	\$50	/hr.	100	\$5,000
2. Hosting and maintenance Ongoing technical support and hosting per e-mail and phone call.	\$100			\$100 (monthly)
3. Task / Service title description Describe more precisely what the task is about and what it's included. Any special notes can be included here.	\$/€/£			\$XXX
				Subtotal \$5,000
				Discount (X%) - <i>Optional</i> \$ 100
				VAT (X%) \$ 1,345
				Amount due \$ 5,000

PAYMENT INFORMATION

PayPal: john.doe@business.com

Wire transfer: John Doe - IBAN YYXX XXXX XXXX XXXX XX