

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

2nd Reminder for invoice no. [Invoice no.]

Dear [Client Name],

Further to my letter of [1st reminder due date], I'm writing you today to remind you that the invoice [invoice no.] is still overdue. The mentioned invoice was due for payment on [Invoice due date].

As mentioned in my proposal, full payment need to be made within [XY] days and the invoice is now [XX] days overdue. As per my terms, I've added an additional late fee as payment it's more than [XY] days past due.

Please organize for settlement of this invoice immediately. If you have any queries, please contact me at soon as possible.

Yours sincerely,

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 note can be included here.	\$/€/£			\$XXX
Subtotal				\$5,000
Discount (X%) - <i>Optional</i>				\$ 100
VAT (X%)				\$ 1,345
Amount due				\$ 5,000
Late fee				\$ 10
Total amount due				\$ 5,010

PAYMENT INFORMATION

PayPal: john.doe@business.com