**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

***INVOICE DUE***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Title/Description** | **Cost** | **Unit** | **Qty** | **Subtotal** |
| **1.** | **WordPress Web Design** | **$50** | **/hr.** | **100** | **$5,000** |
|  | 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. | | | |  |
| **2.** | **Hosting and maintenance** | **$100** |  |  | **$100**  **(monthly)** |
|  | Ongoing technical support and hosting per  e-mail and phone call. | | | |  |
| **3.** | **Task / Service title description** | **$/€/£** |  |  | $XXX |
|  | Describe more precisely what the task is about  and what it’s included. Any special notes can be  included here. | | | |  |
|  | **Subtotal** | | | | **$5,000** |
|  | Discount (X%) **-** *Optional* | | | | $ 100 |
|  | VAT (X%) | | | | $ 1,345 |
|  | **Amount due** | | | | **$ 5,000** |
|  |  | | | |  |

**PAYMENT INFORMATION**

**PayPal:** [john.doe@business.com](mailto:john.doe@business.com)

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

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