



# DEBIT NOTE

Late Payment Penalty Invoice

FROM

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TO

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Debit Note No: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Due Date: \_\_\_\_\_

Original Invoice No: \_\_\_\_\_

Original Invoice Date: \_\_\_\_\_

Original Due Date: \_\_\_\_\_

DESCRIPTION	ORIGINAL AMOUNT	DAYS PAST DUE	RATE/PENALTY %	TOTAL DEBIT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Subtotal	_____			_____
Tax/VAT (____%)	_____			_____
<b>Total Due</b>	_____			_____

## TERMS & INSTRUCTIONS

This debit note has been issued in accordance with outstanding terms and conditions regarding late payments. Please remit payment for the total debit amount shown above immediately.

Payment Instructions:

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Authorized Signature

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Recipient Signature