

DEBIT NOTE

FINANCE CHARGE / LATE PAYMENT INTEREST

Debit Note No: _____

Date: _____

Due Date: _____

DEBITED FROM

DEBITED TO (DEBTOR)

DESCRIPTION	PRINCIPAL OVERDUE AMOUNT	DAYS OVERDUE	INTEREST RATE (P.A.)	TOTAL FEE
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Late Payment Finance Charge

Ref. Invoice No: _____ Invoice Date: _____

Late Payment Administration Fee

Subtotal: _____

Tax / VAT: _____

Total Due: _____

Notes & Terms:

1. This Debit Note has been issued in accordance with outstanding terms regarding overdue balances.
2. Please remit payment immediately to prevent further accumulation of late payment interest fees.
3. Payment details: _____

PREPARED BY

AUTHORIZED SIGNATURE