

PAST DUE STATEMENT

Statement Date: _____

Statement No: _____

Account Number: _____

Payment Terms: _____

DEBTOR / BILL TO

REMIT PAYMENT TO

INVOICE DATE	INVOICE REF	ORIGINAL AMOUNT	DUE DATE	DAYS PAST DUE	PENALTY / INTEREST

Principal Past Due:	
Total Penalties:	
Interest Accrued:	
Total Balance Due:	

Late Payment Penalty Notice:

Please note that in accordance with our credit terms and conditions, interest and penalties accrue on past due balances. The late payment penalty has been calculated at a rate of _____% per _____, starting from the day following the original due date. To prevent additional charges and potential legal action or credit reporting, please remit the Total Balance Due immediately.

Prepared By (Authorized Representative)

Date