

LATE PAYMENT STATEMENT

Statement No: _____

DEBTOR / CUSTOMER INFORMATION

Date: _____

Account No: _____

INVOICE NO.	DUE DATE	DAYS OVERDUE	ORIGINAL AMOUNT	PENALTY RATE	PENALTY AMOUNT
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Subtotal Outstanding: _____

Total Penalty Charges: _____

Total Amount Due: _____

Terms and Conditions

Please note that the penalties detailed above have been assessed in accordance with the terms of our original agreement/contract. Payment of the Total Amount Due is required immediately. Continued non-payment may result in further legal actions or reporting to credit bureaus.

Please remit your payment to the following bank details/instructions:

Authorized Signature

Date

