PAYMENT REMINDER

strange planet

DATE

TAX INVOICE NUMBER

CLIENT NAME
CLIENT ADDRESS LINE 1
CLIENT ADDRESS LINE 2

OUR RECORDS INDICATE THAT PAYMENT FOR THIS INVOICE HAS NOT BEEN RECEIVED.
PLEASE FORWARD THE TOTAL AMOUNT TO THE ADDRESS BELOW WITHIN THE NEXT SEVEN DAYS.
IF YOU HAVE RECENTLY PAID THIS INVOICE PLEASE IGNORE THIS REMINDER AND PLACE
IT WITH THE REST OF YOUR JUNK MAIL INTO YOUR RECYCLING. THANKYOU.

JOB Nº	DESCRIPTION	RATE	HOURS	SUBTOTAL

TERMS
7 DAYS

GST 10%

TOTAL

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