

Billing Statement

Stay organized with this **billing statement template** designed to simplify invoice management. It includes an automated late fee calculation feature to help you track overdue payments efficiently. Ideal for businesses seeking accurate and professional billing solutions.

Bill To: Client Name Address Line 1 Address Line 2 City, State ZIP	Statement Date: 2024-06-30 Statement No: 000123 Due Date: 2024-06-15
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Description	Invoice Date	Amount	Status
Web Design Services	2024-05-15	\$1,200.00	Unpaid
Hosting (Annual)	2024-05-18	\$200.00	Unpaid

Subtotal:	\$1,400.00
Late Fee (5% per 30 days overdue):	\$70.00
Total Due:	\$1,470.00

Please remit payment promptly. A late fee of 5% is applied to overdue balances every 30 days past the due date.