



Falk Buchmann | Service & Consulting , Stauffenbergstraße 35a, 07747 Jena

Mr
Max Mustermann
Musterstrasse 1

12345 Musterstadt
Germany

REMINDER

Invoice No. 20163319
Invoice Date 05.08.2016
Account No. 1000
Date 10.08.2016

Dear Mr Mustermann,

in this day and age it can be quite hectic. So it may happen, that one loses a covering letter or an invoice.

Maybe this also happened to our invoice no. 20163319 of Friday, August 05, 2016.

We would like to remind you kindly and expect the payment receipt of the remaining amount of 20.968,34 EUR till **20.08.2016** at our banking account.

If the payment has already been carried out, then please regard this letter as cancelled.

Yours sincerely

Falk Buchmann

Summary of your order:	
Invoice amount	49.871,04 EUR
Payments	
05.08.2016	- 10.000,00 EUR
Credit	- 18.902,70 EUR
Dunning charge	0,00 EUR
Remaining amount	20.968,34 EUR