



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

Mr
Max Mustermann
Musterstrasse 1

12345 Musterstadt
Germany

FINAL REMINDER

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

Dear Mr Mustermann,

despite our written reminders we didn't realise the receipt of payment of the invoice no. 20163319 of Friday, August 05, 2016 till today.

We expect you to pay the remaining amount including the dunning charge of 10,00 EUR - total: 20.978,34 EUR immediately - but not later than **20.08.2016** to our banking account.

We reserve our right to initiate legal measures. Please consider the increased costs for you in this case.

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	10,00 EUR
Remaining amount	20.978,34 EUR