

FBSC GmbH Falk Buchmann | Damaschkeweg 55 | 07747 Jena

Musterfirma
Herr Dr. Max Mustermann
Musterstrasse 1
Block 126-01
12345 Musterstadt
Germany

Reminder

Invoice No.	20183526
Sales order No.	20182767
Your Order No.	-
Date	28.08.2018
Account No.	1000
Author	Katrin Buchmann

Please submit the details for any inquiry!

Dear Mr Dr. Mustermann,

You know we did take care in processing your order quickly and reliably. We are somewhat surprised, that you didn't pay the delinquent amount of the invoice no. 20183526 of Tuesday, August 28, 2018.

We would like to remind you again and expect the payment of the remaining amount including the dunning charge of 10,00 EUR - total: 61.020,39 EUR immediately - but not later than **07.09.2018** to our banking account.

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

Yours sincerely

FBSC GmbH

Summary of your order:	
Invoice amount	62.055,48 EUR
Payments	
28.08.2018	- 1.000,00 EUR
Credit	- 45,09 EUR
Dunning charge	10,00 EUR
Remaining amount	61.020,39 EUR