

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,

despite our written reminders we didn't realise the receipt of payment of the invoice no. 20183526 of Tuesday, August 28, 2018 till today.

We expect you to pay 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.

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

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