Please note that all items in [ ] are placeholders and automatically assigned.

Date of email

Due + 7 days

Subject Header

Bill [Invoice Number] from [Trading Name] is due

Default Message Text

Hi [Contact First Name],

Thanks for working with us. Your bill for [Currency Symbol][Amount Due Without Currency] was due on [Due Date].

If you've already paid it, please ignore this email and sorry for bothering you. If you've not paid it, please do so as soon as possible.

To view your bill visit [Online Invoice Link].

If you've got any questions, or want to arrange alternative payment don't hesitate to get in touch.

Thanks

[Trading Name]