

# Monthly Payment Schedule

Payee Name	John Doe	Account Number	123456789
Payment Start Date	2024-07-01	Schedule Period	July 2024 - December 2024
Payment Reference	INV/2024/07	Prepared By	Jane Smith

## Payment Schedule

Month	Due Date	Amount (USD)	Status	Remarks
July 2024	2024-07-05	1,000.00	Paid	-
August 2024	2024-08-05	1,000.00	Due	--
September 2024	2024-09-05	1,000.00	Pending	
October 2024	2024-10-07	1,000.00	Pending	
November 2024	2024-11-05	1,000.00	Pending	
December 2024	2024-12-05	1,000.00	Pending	

## Important Notes

- Please ensure payments are made by the due date to avoid any penalties or late charges.
- This schedule is for record-keeping and planning purposes; please verify actual payment status regularly.
- Contact the accounts department immediately if a payment discrepancy is found.
- Status will be updated monthly to reflect most recent payment activity.
- Retain this document for your records and future reference.