INVOICE

Invoice no.

Invoice date

Due date

FROM

Business name

Address

Phone / email

BILL TO

Customer name

Address

Phone / email

Service address

Date(s) of service

WORK COMPLETED

List rooms, bathrooms, cleaning frequency and whether supplies are included. Distinguish standard, deep and move-out cleaning.

Description	Unit	Qty	Rate	Amount
Studio/1BR Apartment	each			
Deep Clean (Small	each			
Inside Oven	each			
Weekly Service	each			
Post-Construction Clean (Small	each			

HOW TO PAY

Who to make a check out to, bank transfer details or a pay link, and any late fee.

NOTES

Subtotal	
Tax rate (%)	
Tax	
Total	
Amount paid	
Balance due	