office printable .com

INVOICE

INVOICE NO.	INVOICE DATE	DUE DATE	SERVICE ADDRESS	AMOUNT DUE

BILL TO

Name

Company

Address

Phone / email

CLEANING COMPANY

Business

Address

Phone / email

License / insured

Date	Service	Cleaners	Hours	Price

Subtotal	
Supplies / travel fee	
Discount	
Sales tax (%)	
Tax	
Amount due	

Schedule

Next visit

Entry / key

HOW TO PAY

Bank / account

Routing / sort code

Online / app

Make checks payable to

TERMS

Payment terms

Late fee

Notes

Tips are never expected and always appreciated. Please let us know within 24 hours if anything was missed and we will come back.