

INVOICE

[Your Company Name]
[Business Address]
[Phone Number]
[Email Address/Website]

Invoice #: [00000]

Date: [Date]

Due Date: [Date]

BILL TO

[Client Name/Company]
[Client Address]
[Contact Person]
[Client Phone]

SERVICE LOCATION

[Facility Name]
[Site Address]
[Site Contact]

Service Description	Frequency/Qty	Rate	Total
[Regular Janitorial Services - Month/Year]	[1]	[\$[0.00]]	[\$[0.00]]
[Floor Waxing / Carpet Cleaning]	[1]	[\$[0.00]]	[\$[0.00]]

Service Description	Frequency/Qty	Rate	Total
[Window Cleaning - Exterior/Interior]	[1]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax ([0]%): \$[0.00]

Amount Due: \$[0.00]

Notes: [Insert payment terms, e.g., Net 30. Please make checks payable to Your Company Name.]

Thank you for your business!