

# CLEANING SERVICES CO.

123 Service Lane, City, ST 12345  
Email: [billing@cleaningservices.com](mailto:billing@cleaningservices.com)

## INVOICE

Date: \_\_\_\_\_  
Invoice #: \_\_\_\_\_

### PROPERTY MANAGEMENT / BILL TO:

[Name/Company]  
[Address Line 1]  
[Address Line 2]

### SERVICE LOCATION:

[Building Name]  
[Building Address]  
Billing Period: \_\_\_\_\_

Tenant / Suite #	Description of Services	Frequency	Amount
<b>Suite [000] - [Tenant Name]</b>			
	General Office Cleaning	Daily	\$0.00
	Carpet Steam Clean (Specialty)	One-time	\$0.00
<b>Suite [000] - [Tenant Name]</b>			

Tenant / Suite #	Description of Services	Frequency	Amount
	General Office Cleaning	Weekly	\$0.00
<b>Common Areas (Lobby, Hallways, Restrooms)</b>			
	Janitorial Maintenance	Daily	\$0.00

Subtotal: \$0.00  
Tax: \$0.00  
Total Due: \$0.00

**Notes:** Please make checks payable to [Cleaning Services Co.]. Payment is due within [30] days.

Thank you for your business!