INVOICE

[Property Management Company Name]
[Address Line 1]
[City, State, Zip]

Invoice #: ____________
Date: ____________
Due Date: ____________

PROPERTY DETAILS

[Commercial Building Name]
[Property Address / Suite Number]

BILL TO

[Tenant/Company Name]
[Attn: Contact Person]
[Billing Address]
[City, State, Zip]

PAYMENT TERMS

Net [30] Days
Lease Reference: [Lease ID/Number]

Description	Period	Amount
Base Monthly Rent	[MM/YY]	$ 0.00
Common Area Maintenance (CAM)	[MM/YY]	$ 0.00
Property Insurance Allocation	[MM/YY]	$ 0.00

Description	Period	Amount
Real Estate Tax Pro-Rata Share	[MM/YY]	$ 0.00
Utilities: [Electric/Water]	[MM/YY]	$ 0.00

Subtotal: $ 0.00
Tax: $ 0.00
Total Amount Due: $ 0.00

Remittance Instructions:
Please make checks payable to: **[Management Entity Name]**
ACH/Wire Transfer: [Bank Name] | Account: [XXXX] | Routing: [XXXX]

Thank you for your continued tenancy.