JANITORIAL SERVICES

123 Clean Street
City, State, Zip
Email: contact@janitorial.com

INVOICE

INV-00123
Date: [Date]
Due: [Date]

BILL TO:

[Client Name/Company]
[Street Address]
[City, State, Zip]
[Contact Phone]

SERVICE LOCATION:

[Facility Name]
[Facility Address]
Contract Ref: [Agreement #]

Service Description	Frequency	Rate	Total
Recurring Commercial Cleaning General office areas, restrooms, breakrooms	Monthly	$0.00	$0.00
Floor Maintenance Hardwood buffing & vinyl waxing	One-time	$0.00	$0.00
Window Cleaning Interior and Exterior glass	Quarterly	$0.00	$0.00

Service Description	Frequency	Rate	Total
Janitorial Supplies Refill Paper products, soap, liners	N/A	$0.00	$0.00

Subtotal: $0.00
Tax (0%): $0.00
Total Due: $0.00

TERMS & CONDITIONS:

Please make checks payable to **Janitorial Services**. Payment is due within 30 days. Late payments are subject to a 1.5% monthly interest fee as per the Service Agreement. Thank you for your business!