

INVOICE

Agreement # *[Contract ID]*

[Janitorial Company Name]
[Business Address]
[Phone / Email]

BILL TO (STORE INFORMATION)

[Retail Store Name]
[Store Manager Name]
[Billing Address]
[City, State, Zip]

Invoice Date: *[MM/DD/YYYY]*

Due Date: *[MM/DD/YYYY]*

Service Period: *[Start Date]* - *[End Date]*

Description of Services	Frequency	Rate	Amount
<i>[e.g. Daily Floor Maintenance & Trash Removal]</i>	<i>[e.g. Daily]</i>	<i>0.00</i>	<i>0.00</i>
<i>[e.g. Weekly Window Cleaning]</i>	<i>[e.g. 1x / Week]</i>	<i>0.00</i>	<i>0.00</i>
<i>[e.g. Specialized Hardwood Buffing]</i>	<i>[e.g. Monthly]</i>	<i>0.00</i>	<i>0.00</i>
<i>[e.g. Janitorial Supplies Surcharge]</i>	<i>[e.g. N/A]</i>	<i>0.00</i>	<i>0.00</i>

Subtotal: *\$0.00*
Tax: *\$0.00*

Total Due: \$0.00

Payment Terms: *[e.g. Net 30]*

Notes: *[Insert any specific agreement notes or maintenance observations here]*

Thank you for your business!