

INVOICE

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

Invoice #: _____
Date: _____
Billing Period: _____

Bill To:

[Client Name]
[Facility Name]
[Client Address]

Service Date	Description of Services	Hours/Qty	Rate	Total
[Monday]	Commercial Cleaning / Janitorial Services			
[Tuesday]	Commercial Cleaning / Janitorial Services			
[Wednesday]	Commercial Cleaning / Janitorial Services			
[Thursday]	Commercial Cleaning / Janitorial Services			
[Friday]	Commercial Cleaning / Janitorial Services			

Service Date	Description of Services	Hours/Qty	Rate	Total
[Other]	Supplies / Special Requests			

Subtotal: \$ _____

Tax: \$ _____

Weekly Total: \$ _____

Payment Terms: Net [30] Days

Please make all checks payable to: [Company Name]

Thank you for your business!