

INVOICE

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

INVOICE #: [0000]
DATE: [MM/DD/YYYY]
FREQUENCY: [Monthly/Quarterly]

CLIENT / BILL TO:
[Client Name]
[Billing Address]
[Phone/Email]

PROPERTY SITE:
[Property Name]
[Service Site
Address]
[City, State, Zip]

BILLING PERIOD:
[Start Date] to [End
Date]

DUE DATE:
[MM/DD/YYYY]

Service Description	Quantity	Rate	Amount
Scheduled Maintenance Fee (Recurring)	[1]	[\$0.00]	[\$0.00]
Landscaping & Grounds Upkeep	[1]	[\$0.00]	[\$0.00]
HVAC Filter & System Check	[1]	[\$0.00]	[\$0.00]
Janitorial / Common Area Cleaning	[1]	[\$0.00]	[\$0.00]

Subtotal: \$0.00
Tax: \$0.00

Total Amount Due: \$0.00

NOTES / PAYMENT INSTRUCTIONS:

Please make checks payable to **[Company Name]**. Payment via bank transfer or credit card accepted through portal. Standard recurring maintenance contract terms apply.