

RENTAL INVOICE

[Property Management Name]

[Business Address]

[City, State, Zip]

[Phone/Email]

Invoice #: [00000]

Date: [Date]

Due Date: [Date]

Bill To:

[Tenant Name]

[Company Name]

[Mailing Address]

Property Site:

[Commercial Building Name]

[Property Street Address]

Suite / Unit #	Description	Period	Amount
[Suite A]	Monthly Office Rent	[MM/YY]	[\$0.00]
[Suite B]	Monthly Office Rent	[MM/YY]	[\$0.00]
[N/A]	Common Area Maintenance (CAM)	[MM/YY]	[\$0.00]
[All]	Utility Surcharge	[MM/YY]	[\$0.00]

Subtotal: [\$0.00]

Tax/Late Fees: [\$0.00]

Total Due: \$[0.00]

Payment Instructions:

Please make checks payable to [Payee Name].

Wire Transfer: [Routing/Account Detail placeholder].

Thank you for your continued tenancy.