

LINEN SERVICES CO.

123 Hospitality Way
City, State, Zip
Phone: (555) 000-0000

INVOICE

Invoice #: _____
Date: _____

BILL TO:

DELIVERY DATE: _____
DUE DATE: _____

Linen Description	Qty	Unit Price	Total
King Flat Sheets			
Queen Flat Sheets			
Pillowcases (Standard)			
Bath Towels (Heavyweight)			

Linen Description	Qty	Unit Price	Total
Hand Towels			
Tablecloths (White 90x90)			
Napkins (Set of 50)			
Subtotal: \$ _____			
Delivery/Service Fee: \$ _____			
Tax: \$ _____			
TOTAL DUE: \$ _____			

Terms: Please make checks payable to Linen Services Co. All rentals are subject to our standard damage and loss policy.

Thank you for your business!