

MAINTENANCE INVOICE

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

Invoice #: _____
Date: _____
Due Date: _____

BILL TO:

[Client Name]
[Client Address]
[City, State, Zip]
[Phone]

SERVICE LOCATION:

[Property Name/Unit]
[Address]
[Job Description/PO #]

DESCRIPTION OF SERVICES / MATERIALS	QTY/HRS	RATE/PRICE	AMOUNT

Subtotal: \$ _____
Tax: \$ _____

Total Due: \$ _____

Notes / Payment Instructions:

Please make checks payable to: [Company Name]

Terms: [Net 15/30/Due on Receipt]

Thank you for your business!