INVOICE

[Your Company Name]
[Street Address]
[City, State, Zip]

Invoice #: _____
Date: _____

BILL TO:

[Client Name]
[Client Address]
[Phone/Email]

SERVICE PERIOD:

[Month, Year]

Service Date	Description of Cleaning	Hours/Qty	Rate	Amount
	Weekly Cleaning - Week 1		$	$
	Weekly Cleaning - Week 2		$	$
	Weekly Cleaning - Week 3		$	$
	Weekly Cleaning - Week 4		$	$
	Additional Services (Windows/Laundry)		$	$

Subtotal: $_____

Tax: $_____

Total Due: $_____

Payment Terms: Due within [X] days. Please make checks payable to [Name].

Thank you for your business!