

OUTSTANDING INVOICE

[Cleaning Company Name]
[Address Line 1]
[Phone Number]

Invoice #: [0000]
Date: [MM/DD/YYYY]
STATUS: OVERDUE

BILL TO:
[Client Name]
[Client Address]
[Client Email]
SERVICE LOCATION:
[Site Address/Unit Number]

Service Date	Description of Service	Rate	Total
[Date]	[e.g., Deep Clean / Standard Recurring]	[\$[0.00]]	[\$[0.00]]
[Date]	[e.g., Window Cleaning / Add-on]	[\$[0.00]]	[\$[0.00]]
Subtotal: \$[0.00]			
Tax: \$[0.00]			
Balance Due: \$[0.00]			

Payment Instructions: Please remit payment via [Check/Bank Transfer/Online Link] within [X] days to avoid further late fees.

Thank you for your business!