

# INVOICE

[Cleaning Company Name]  
[Street Address]  
[Phone / Email]

PAST DUE

Invoice #: [0000]  
Date: [Date]  
Due Date: [Original Due Date]

**BILLED TO:**  
[Client Name]  
[Client Phone]  
[Client Email]  
**SERVICE ADDRESS:**  
[Move-out Street Address]  
[City, State, Zip]

| Description of Service                                 | Hours/Qty | Rate       | Total      |
|--------------------------------------------------------|-----------|------------|------------|
| Move-Out Deep Clean (Kitchen, Bathrooms, Living Areas) | [0]       | [\$[0.00]] | [\$[0.00]] |
| Carpet Steam Cleaning / Window Detailing               | [0]       | [\$[0.00]] | [\$[0.00]] |
| Trash Removal / Appliance Interior Cleaning            | [0]       | [\$[0.00]] | [\$[0.00]] |
| Late Payment Penalty                                   | 1         | [\$[0.00]] | [\$[0.00]] |

Subtotal: \$[0.00]

Tax: \$[0.00]

**Total Amount Due: \$[0.00]**

**Payment Instructions:**

Please remit payment via [Check/Zelle/Bank Transfer/Credit Card].

This invoice is now [Number] days past due. Immediate payment is required to avoid further collection actions.

Thank you for your business!