

[Business Name]

Window Cleaning Specialists

OUTSTANDING BALANCE

Invoice #: [0000]

Date: [Date]

Billed To:

[Client Name]

[Street Address]

[City, State, Zip]

Service Address:

[Same as above / Alternative Address]

[Phone Number]

Service Date	Description of Services	Amount
[Date]	Exterior Window Cleaning (Full Perimeter)	\$0.00
[Date]	Interior Glass & Track Detailing	\$0.00
[Date]	Screen Wash & Re-installation	\$0.00
Subtotal: \$0.00		
Tax: \$0.00		
Payments Received: (\$0.00)		
Balance Due: \$0.00		

Payment Instructions: Please make checks payable to **[Business Name]** or pay online via **[Link/Method]**.

Notice: This is a reminder that your account currently has an outstanding balance. Please remit payment at your earliest convenience to avoid late fees.

Thank you for your business!