

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Service period [month, or visit dates]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

SERVICE

[Home or office: size, bedrooms / bathrooms]

[One-time / weekly / every two weeks]

DESCRIPTION	QTY	RATE	AMOUNT
[Type of clean] — [date] [Standard / deep / move-out]			
[Type of clean] — [date]			
Add-on: [inside oven / fridge / windows] [Date]			
Recurring discount [e.g. 10% for every-two-weeks]			
Supplies or equipment (if charged)			
		Subtotal	
		Sales tax / GST / VAT ([rate]%)	
		Deposit received	
		Balance due	

PAYMENT TERMS

[Due date and how customers can pay.]

POLICIES

[Cancellation and lockout fee, if you have one — agreed in writing first.]

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