

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

Insured — [carrier], certificate on request

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

SERVICE

[Home or building: stories, siding type, approximate size]

[Service address, if different] · [Date]

[Crew size · before-and-after photos sent]

DESCRIPTION	QTY	RATE	AMOUNT
House wash — [soft wash] [Siding type, stories, approximate sq ft; roof, if washed]			
[Driveway / patio / walkway] — [surface cleaner] [Approximate sq ft]			
[Deck / fence] — [low pressure] [Wood type, approximate sq ft]			
Gutters — [cleaning / brightening] [Linear ft]			
Add-on: [stain treatment / sealing / window rinse]			
Maintenance plan — [annual / twice a year] [Next visit month]			
Subtotal			
Sales tax / GST / VAT ([rate]%)			
Deposit received			
Balance due			

PAYMENT

[Due on completion, or a due date. How customers can pay.]

CARE AND NEXT VISIT

[Aftercare for the surfaces you cleaned; when to book again.]

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