

INVOICE

Janitorial invoice template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
_____	_____	_____
SITE NAME / ADDRESS	PO #	SERVICE PERIOD
_____	_____	_____
CONTRACT #		

DESCRIPTION	QTY × RATE	AMOUNT
Contract service: schedule, frequency, sq ft, period (monthly rate)		
Periodic: strip and wax / carpet / windows (sq ft × rate, WO #)		
Consumables: item × quantity × price		
Extra service: date, staff × hours × rate		
Sales tax (rate %)		
Credit / adjustment		

NOTES & PAYMENT TERMS

Net 30. Contract services billed monthly in advance on the 1st; periodic work and consumables billed as performed with work order references. Late payer accrue 1.5% per month. Certificate of insurance and bond on file.

Subtotal

Tax

TOTAL DUE _____