

**Janitorial Company Name**

Address Line 1  
Address Line 2  
City, State, ZIP  
Phone: (000) 000-0000  
Email: info@company.com

**INVOICE**

**Invoice #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Bill To:**

**Due Date:** \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Description of Service	Quantity	Rate	Amount
Service 1	_____	_____	_____
Service 2	_____	_____	_____
Service 3	_____	_____	_____

Subtotal: \_\_\_\_\_

Tax: \_\_\_\_\_

**Total:** \_\_\_\_\_

**Notes / Terms:**

Thank you for your business! Payment is due within 30 days.  
Please make checks payable to: *Janitorial Company Name*

\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_