

[Company Name]

[Address Line 1]

[Address Line 2]

[City, State ZIP]

[Phone]

[Email]

Invoice

Date: [MM/DD/YYYY]

Invoice #: [#####]

Bill To

Name: [Client Name]

Address: [Client Address Line 1]
[Client Address Line 2]

Project Site: [Project Address]

Description of Work

[Post-construction cleaning details, e.g. debris removal, surface cleaning, floor cleaning, window cleaning, etc.]

Summary of Charges

Description	Qty	Unit Price	Amount
[Service 1 Description]	[QTY]	[Unit Price]	[Amount]
[Service 2 Description]	[QTY]	[Unit Price]	[Amount]

Subtotal: [Subtotal]

Tax: [Tax]

Total Due: [Total]

Payment Terms

[Example: Payment due within 30 days. Accepted payment methods: check, bank transfer, etc.]

Notes

[Additional information or thank you message.]