

Commercial Cleaning Invoice

From

Your Company Name

Address

City, State, ZIP

Phone

Email

To (Client)

Client Name / Company

Address

City, State, ZIP

Phone

Email

Invoice Details

Invoice #

e.g. 00123

Date

Due Date

Services Provided

Description	Hours	Rate	Amount
E.g. Office Cleaning	e.g. 5	e.g. 20.00	e.g. 100.00

Subtotal	e.g. 200.00
Tax	e.g. 18.00
Total	e.g. 218.00

Notes / Terms

E.g. Payment due within 15 days. Thank you for your business!