Cleaning Service Invoice

Your business name and address

Bill to

Invoice number

Issue date

Due date

Service address or site name

Service agreement or contract number

Cleaning type: standard, deep, move-out, post-construction, janitorial

Billing period, with visit dates or number of service nights

Frequency: nightly, weekly, every two weeks, monthly

Areas or rooms covered, or cleanable square footage

Add-on services, each on its own line

Supplies or consumables, if not included in the price

Taxable and non-taxable services stated separately, where relevant

Work order or approval reference for one-off jobs

Cancellation, lockout and re-clean policy

Description	Quantity	Rate	Amount

Currency

Subtotal

Tax rate and amount

Total

Payment instructions

Notes and references

Cleaning Service Invoice / InvoiceQuickly. Printable blank form: fill it in by hand and work out the totals yourself. Regional or document certification is not implied.