[Your Cleaning Business]

[Street address]
[City, State ZIP]
[Email] · [Phone]

INVOICE

Invoice # **[INV-0001]**
Invoice date **[MM/DD/YYYY]**
Due date **[MM/DD/YYYY]**

BILL TO

[Customer or company name]
[Billing address]
[City, State ZIP]

SERVICE

Service address: [where the work was done]
Service dates: [MM/DD/YYYY to MM/DD/YYYY]
Frequency: [one-time, weekly, biweekly, monthly]

Description	Type	Qty	Unit price	Taxable	Amount
Example: Recurring cleaning (visits)	Service	4	$140.00	N	$560.00
Example: Deep clean add-on	Service	1	$120.00	N	$120.00
Example: Supplies	Materials	1	$25.00	Y	$25.00

PAYMENT DETAILS

Bank transfer / ACH: [Bank name], routing [000000000], account [0000000000]
Check payable to: [Your business name]
Pay online: [your Stripe, PayPal or Venmo payment link]
Please include the invoice number with your payment.

Payment due within [7] days.

Subtotal	$705.00
Sales tax (taxable items) (example 6%)	$1.50
Total due (USD)	**$706.50**

NOTES

Sales tax applies only to rows marked Y. Taxability of labor and materials varies by state.