

Your business name

Your street address
Your city
Your country

INVOICE

SAMPLE-001

Issued Aug 13, 2026
Due Aug 28, 2026

BILL TO
310 Commerce Street
Columbus, OH 43215
United States

PO NUMBER
P0-3391
CURRENCY
USD

DESCRIPTION	QTY	PRICE	TOTAL
Commercial cleaning, weekly service (4 visits)	4	\$280.00	\$1,120.00
Interior window cleaning	1	\$180.00	\$180.00
Carpet deep clean, per room	6	\$45.00	\$270.00
Cleaning supplies and consumables	1	\$35.00	\$35.00
Subtotal			\$1,605.00
Total Due			\$1,605.00

Net 15. Recurring service is billed monthly in arrears. A late fee of 1.5% per month applies after the due date.