

Cleaning invoice

Completed example. Fictional details and amounts in USD; not a pricing recommendation.

YOUR BUSINESS / CONTACT		INVOICE NUMBER
Example Cleaning Co. / your business contact		INV-001
BILL TO / CUSTOMER CONTACT		
Example customer / example customer contact		
SERVICE ADDRESS		
Example service property		
WORK COMPLETED	INVOICE DATE	PAYMENT DUE
Sep 9, 2026	Sep 9, 2026	Sep 16, 2026

Services completed

SERVICE / ACCEPTED EXTRAS	QTY	RATE	AMOUNT
Initial clean (agreed scope)	1	\$180.00	\$180.00
Inside oven extra (accepted)	1	\$25.00	\$25.00

Subtotal	\$205.00
Tax amount	\$0.00
Invoice total	\$205.00
Deposit / payments received	\$50.00
BALANCE DUE	\$155.00

PAYMENT INSTRUCTIONS / REFERENCE
Use your agreed payment method. Include invoice INV-001 as the reference.
PAYMENT RECEIVED DATE / REFERENCE
Sep 8, 2026 / example deposit reference
SERVICE NOTES / QUESTIONS CONTACT
Kitchen, bathrooms and accessible floors completed. Contact your service provider.

Record only payments already received. Keep payment terms consistent with the customer agreement.