FREE Standard Logo

COMPANY NAME HERE
123 MAIN STREET
YOUR TOWN, STATE AND ZIP

(123) 456-7890

CLEANING SERVICES

Work Order/Invoice 1001

DATE OF ORDER	ORDER TAKEN BY
PHONE	WORK ORDERED BY
STARTING DATE/TIME	☐ DAYWORK ☐ CONTRACT ☐ EXTRA
JOB NAME/NO.	
JOB LOCATION	
INVOICE DATE	JOB PHONE

TO:

	WORK TO BE DONE	AMOUNT
	TOTAL	

SPECIAL INSTRUCTIONS

TERMS:

I hereby acknowledge the completion of the above described work.

AUTHORIZED SIGNATURE _____ DATE _____

MATERIALS AND EQUIPMENT	AMOUNT
TOTAL	

OTHER CHARGES	AMOUNT
TOTAL	

LABOR	HRS	RATE	AMOUNT
TOTAL LABOR			
TOTAL WORK			
TOTAL MATERIALS/EQUIPMENT			
TOTAL WORK			
TAX			
PLEASE PAY THIS AMOUNT ▶			

Thank You