

[YOUR LOGO]

INVOICE

[BUSINESS NAME]

[Street address]

[City, State ZIP]

[Phone] · [Email]

Invoice # [INVOICE NUMBER]

Invoice date [DATE]

Due date [DUE DATE]

PO / Ref # (optional)

BILL TO

[CUSTOMER NAME]

[Billing address]

[City, State ZIP]

[Phone] · [Email]

SERVICE ADDRESS (IF DIFFERENT)

SERVICE DETAILS

Service date(s): _____ Home size: _____ bed _____ bath _____ sq ft

Cleaning type: ☐ Standard ☐ Deep ☐ Move-out ☐ Move-in ☐ Post-construction ☐ Other: _____

Frequency: ☐ One-time ☐ Weekly ☐ Every 2 weeks ☐ Monthly ☐ Other: _____

DESCRIPTION	QTY / HRS	RATE	AMOUNT
CLEANING SERVICE			
[Cleaning service — e.g. Deep clean, 3 bed / 2 bath]		[RATE]	[AMOUNT]

ADD-ON SERVICES

☐ Inside oven ☐ Inside fridge

☐ Interior windows ☐ Inside cabinets

☐ Laundry / linens ☐ Baseboards / blinds

☐ Other: _____

SUPPLIES & FEES

Cleaning supplies (only if billed separately)

Travel / trip fee (if applicable)

HOW TO PAY

☐ Pay online: [PAYMENT LINK]

☐ Zelle / Venmo: [HANDLE]

☐ Check payable to: [BUSINESS NAME]

☐ Card ☐ Cash

Payment due:

☐ On receipt ☐ Day of service ☐ Within ____ days

Subtotal [AMOUNT]

Discount (recurring / promo) -

Sales tax (if applicable) ____ %

Total [TOTAL]

Deposit received -

BALANCE DUE [AMOUNT]

NOTES

[BUSINESS NAME]

Invoice # [INVOICE NUMBER]

PAYMENT & SERVICE TERMS

Fill in the brackets and delete any terms you don't use. Agree these terms with your customer before the first clean.

1. Payment

Payment is due [on the day of service / on receipt of this invoice / within ____ days of the invoice date]. We accept [PAYMENT METHODS].

2. Late payment

Invoices not paid within [____] days of the due date may be charged a late fee of [AMOUNT], where permitted by law. Service may be paused until the balance is paid.

3. Cancellations and rescheduling

Please give at least [____] hours' notice to cancel or reschedule. Cancellations with less notice will be charged [AMOUNT].

4. Lockouts

If we can't get into the home at the scheduled time and the visit can't go ahead, a fee of [AMOUNT] applies.

5. Deposits

A deposit of [AMOUNT] is required to book [move-out / move-in / deep / first-time] cleans. The deposit is applied to this invoice and is [refundable / non-refundable] if you cancel with less than [____] hours' notice.

6. Recurring service

The recurring rate applies to cleans scheduled [weekly / every 2 weeks / monthly]. If a visit is skipped and the gap between cleans is longer than agreed, the next visit may be billed at the [one-time / deep clean] rate.

7. Supplies and equipment

[We bring all cleaning supplies and equipment / The customer provides supplies listed here: _____].
Special products requested by the customer are billed at [COST / COST + ____ %].

8. Re-clean guarantee

If something was missed, tell us within [____] hours and we'll return to re-clean that area at no charge.

HOW TO USE THIS TEMPLATE

1. Replace every [BRACKETED] placeholder with your own details. Leave unused boxes blank.
2. Give every invoice a new number in sequence (for example 1001, 1002, 1003) so payments are easy to match.
3. Write the service date on every invoice — recurring customers use it to tell visits apart.
4. List each add-on on its own line so the customer can see why the total changed.
5. Save the finished invoice as a PDF before you email it, and keep a copy for your records.