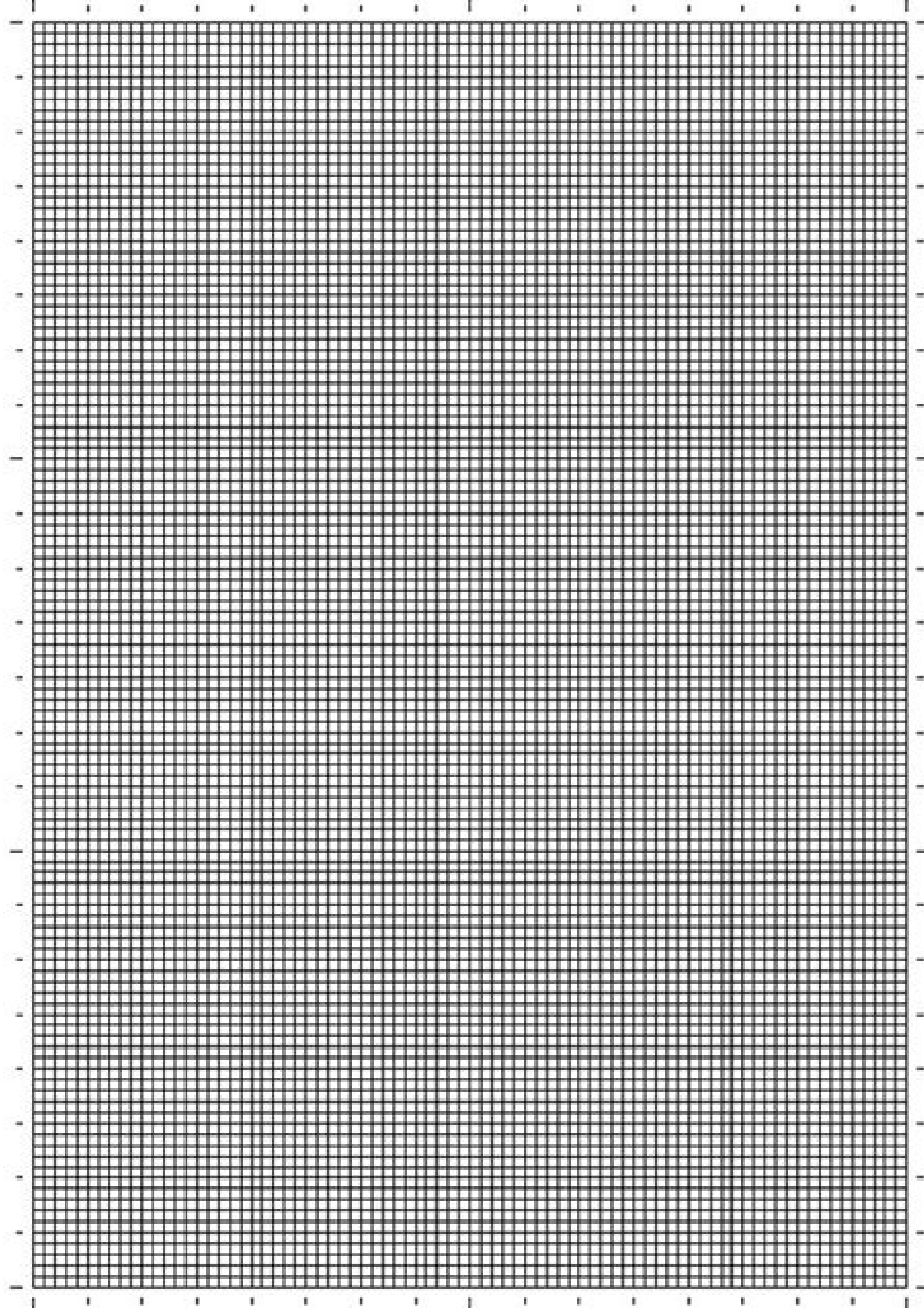


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CLEANING SERVICES
Cleaning/Inspection Report & Invoice

Work order # _____ Date completed: _____ Control # _____
 File # _____ Unit # _____ Property Address: _____

Move-Out Detail Clean Touch Up Clean New Property Bid Only

Reason for Extra Trip Charge --
 Keys not Working Not Vacant
 No Utilities

Pictures Taken: Yes No

Extra Trip Charge		\$
Cleaning Supplies		\$
Total Hours	At \$25.00	\$
Total		\$

CLEANLINESS IS RATED ON A SCALE OF: 1 (VERY CLEAN) TO 5 (VERY DIRTY).					
RATING OF 1-2 REQUIRES NO OR MINIMAL CLEANING. RATING OF 4-5 MAY REQUIRE ADDITIONAL CHARGES.					
DESCRIPTION	RATING	COMMENTS	DESCRIPTION	RATING	COMMENTS
LIVING ROOM / ENTRY					
ENTRY			COAT CLOSET		
WALLS			WINDOWS IN / OUT / TRACKS		
CEILINGS			WINDOW COVERS		
FLOORS			FIREPLACES		
DOORS / JAMBS			LIGHT FIXTURES/FANS		
TOP OF DOOR JAMBS			HEATERS / VENTS		
BASEBOARDS			SWITCHES / OUTLETS		
HALLWAYS			Number of light bulbs & type needed		
Notes:					
Hours: _____					
DINING ROOM					
WALLS			WINDOWS IN/OUT/TRACKS		
CEILINGS			WINDOW COVERS		
FLOORS			LIGHT FIXTURES/FANS		
DOORS / JAMBS			HEATERS / VENTS		
TOP OF DOOR JAMBS			SWITCHES/OUTLETS		
BASEBOARDS			Number of light bulbs & type needed		



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Get access to our free blank invoice template and save time creating invoices from scratch! Our blank invoice template offers a simple way to create and send professional invoices to clients. Use this blank invoice template as the starting point to develop various invoices for different clients. Manually creating invoices is easily one of the most tedious business processes. This is especially true when you're a solo entrepreneur and have to run other aspects of your business. Here are the top advantages of using free a blank invoice template: They're easy to use: with a blank invoice template, you only need to fill in the data fields such as the name and address of the client, date, invoice details, etc. Saves you lots of time: How much time do you spend manually designing one invoice? Probably hours! The design is already done for you with an invoice template. Allows you to generate professional-looking invoices on the go: Due to the versatility of blank invoice templates, you can send invoices anywhere as long as you have the client information. Most of them are free: Yes, you don't have to spend a fortune to get a professional invoice template. Our free invoice generator gives you the ability to generate an invoice without downloading an invoice template. Simply edit the customizable fields, and generate your professional invoice. Here's the best way to customize your free blank invoice template so that it reflects your brand personality: Download the template in your preferred format (PDF, Word, or Excel) Open it and add your business name and logo to personalize it. Customize the information field with data that you consider important. Save your invoice and send it to your client. Other useful invoice templates Invoice2go has made creating invoices easier than ever by providing a variety of invoice templates. Here are a few of our other invoice templates you can choose from based on industries: We have a ton of free invoice templates for you to download in pdf, google docs, word, or excel. Microsoft Excel and Word also have free invoice templates, but our tool gives you more functionality and customizable features. You can use blank invoice templates to bill your clients on the go. Simply fill in the customizable fields with your business information and client details and email it to your customers. There are multiple types of invoice templates, and the one you choose should depend on your industry and payment terms. You can use our invoice generator tool to download a template that's most suitable for your company. It's an excellent option for small business owners looking for an efficient and accurate way of billing their clients. If your business sends out different invoices, the best option would be to download a customizable invoice and then tailor it to suit your billing needs. Invoicing is an essential element of running a business; it's the best way of enforcing payment. Invoices are also considered highly professional and help with inventory management. There's just one challenge; most small business owners use manual invoicing, which is prone to errors. It's also tedious and a major hassle because it requires an employee to input mind-numbing data throughout the day. Here are some of the most common information that needs to be included on an invoice: Invoice number Business name and other company details Contact details of the customer Due date Payment terms and payment details Service or product details Service or product information Sales tax Discounts Any other important details There are multiple types of invoices, and the one you choose depends on the kind of work you're billing for. The main invoice types include: Proforma invoice: You give it to the client before you start a project to estimate the total costs. Interim invoice: It breaks down overall project costs into small digestible bits to help with cash flow management. Final invoice: It's sent to a customer once a project is complete so that they can make payment. Recurring invoice: This type of invoice is sent periodically for repetitive services. Updated May 31, 2022 An invoice is a form that is generated by a company or individual and provided to a customer upon collection of a receivable for a product or service. The invoice is usually dated with the Company/Individual Logo along with a description of the product/service provided in a line-by-line setting. Once the Subtotal is calculated any taxes (sales, excise, municipal, etc) should be added to the total amount. Types Artist Invoice - To bill for any kind of painting, drawing, or design work Auto Body (Mechanic) Invoice - Detail the cost of parts and service hours when repairing a vehicle for a customer. Catering Invoice - May be used to provide an initial estimate, for advance payment prior to a catered event or it may be used to bill a client after rendering of catering services for payment. All aspects of catering an event must be added, from food and beverage provisions (and any other materials rented or purchased) to wait staff and continued food preparation and service. Cleaning (Housekeeping) Invoice - Provides itemization for a cleaning business or individual serving as a contractor, providing home or business cleaning services. Commercial Invoices - When sending a package. Most commonly when sending internationally and need to detail exactly what is inside the shipment for importing/customs officials. Construction Invoice - For a project that should include the hours worked, by all laborers, and the materials used. If there was a bid put forth at the commencement of the project it should be attached. Consulting Invoice - For use by any consultant providing professional services to any individual or business, whether they are with a firm or freelance Freelance (Independent Contractor) Invoice - Providing a receivable to another party as an individual or Company for services rendered or products provided. Dental Invoice - For the use of an orthodontist or dentist to provide information about the time worked and any equipment that was used to clean, realign, or repair an individual's teeth. DJ (Disc Jockey) Invoice - When hosting or providing music for an event. The time should include setup labor any extra equipment that may have been needed. Graphic Design Invoice - When providing graphic services for any business or individual. May be used by any designer associated with a firm or providing freelance services. Handyman (Contractor) Invoice - For a simple to moderate repair renovation. The handyman will simply enter the hours worked and any products used. Hotel Invoice - To provide an itemized statement of room-per-night costs, room service, telephone calls, and any other purchases made within the hotel proper. Hourly Invoice - May be used by a business employee or an individual using a contractor who will be paid hourly. HVAC Invoice - Used by any company that sells and installs HVAC units for clients. May also be used by a contractor for installation only. Itemized Invoice - May be used to create line-by-line documentation of services and/or products sold for a larger receivable. Landscaping Invoice - For use when being a caretaker of a lawn or garden by providing serviceable hours plus any supplies such as mulch, seeds, or any other products needed to assist in its upkeep. Lawyer/Attorney Invoice - Services for law-related work to be paid by a client. Medical Invoice - Provided by a physician, practice, or hospital for a health care assessment. Painting Invoice - From a painter that includes items for products and for labor. Past Due (Outstanding) Late Invoice - Letter that is sent after the original invoice sent is past due. The amount will typically include a penalty charge and a warning about the outstanding balance. Photography Invoice - For professional photos taken. Payment is recommended to be made at the time of item shipment or transfer to the client. Plumbing Invoice - Generic receivable for plumbing products and services rendered. Proforma Invoice - Also known as a 'preliminary invoice', is an estimation of what products will cost before they arrive to the customer. Real Estate Commission - Primarily for brokers and property managers after a residential or commercial space has been leased or sold. The invoice is usually calculated as a percentage of the total lease value or the sale price.

of the real estate. Rent Invoice – This is commonly issued with rent that has variables month-to-month such as utilities that are billed to the tenant. Roofing Invoice – An amount to be paid for a client that had a new roof or maintenance provided on it. Service/Labor Invoice – Only for the use of labor that has been provided. Typically the amount due is calculated simply by the Rate per Hour (\$/HR) multiplied by the hours worked. Towing Invoice – Provided by a Company to the owner of a vehicle that was towed. When the amount has been paid the vehicle shall be deemed available for release unless other government fees are required. Vendor Invoice – Standard form for an amount due by an individual or Company for services or products provided. Invoice Template Word/Excel If you are a Microsoft Word user, you are in luck. Microsoft provides many invoice templates to work with and that are easily customizable. All Word and Excel templates are free to use, simply choose the style and format that best suits your needs. 1. Select a Word or an Excel Invoice Template Once on the the invoice page, you will see invoices in both Word and Excel. Look at the bottom right underneath each image. There you will see either “Word” or Excel”. Choose accordingly. 2. Download or Edit Online After selecting an invoice template, you will have the option to a direct download for free or you can edit the template within your browser but you must have a Microsoft account in order to edit. 3. Login If you chose the direct download, forget this step. If you choose to edit the invoice template online, you will be asked to login to your Microsoft account. Step 4 – Finalize Invoice Whether you edit the template in your internet browser or with the Microsoft Word/Excel software on your computer, it will work in the same way. To Print: Select File > Print... To Save: Select File > Save as Invoice Template Google Docs Google Docs is a powerful form editing platform that’s very easy to share, edit and save invoice templates. In order to first start using Google Docs, you must sign in to your google account with your internet browser, we recommend using Google Chrome. In order to edit a Google Doc Invoice Template, click on one of the six templates below. Then you must first make a copy in order to edit the template. To Edit: Select File > Make a copy... Invoice Template PDF PDF documents are the most common file format when downloading, sending or creating an Invoice Template. No matter what service you are using to create an invoice, you will need to export the document as a file type. Other than a .doc (Microsoft Word), a .pdf is the best way to go as it’s the most widely known file format. Below are PDF invoice templates with fillable fields. To open a PDF, you must download Adobe Reader. Invoice Template PDF 1 Invoice Template PDF 2 Invoice Template PDF 3

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