|  |
| --- |
| **Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PROPERTY MAINTENANCE INVOICE**

Invoice #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BILL TO: | |  | | | |
| Name: | | Street: | | | |
| Email: | | City, State: | | | |
| Phone: | | ZIP Code: | | | |
|  | |  | | | |
| PRODUCTS / PARTS | | | | | |
| Description | Quantity | | Unit Cost | | Amount |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | | **TOTAL PRODUCTS** | |  |
|  |  | |  | |  |
| LABOR | | | | | |
| Description | Hours | | Rate ($/hr) | | Amount |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| Notes / Special Instructions: |  | | **TOTAL LABOR** | |  |
|  |  | | Subtotal | |  |
|  |  | | Sales Tax | |  |
| Payment is due on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy) | | | TOTAL |  | |