

Sample invoice — for reference only

Your Business Name

hello@yourbusiness.com | (555) 123-4567 | 100 Sunny Ave,
Anytown, CA 90001

INVOICE

Invoice #: 2026-001
Invoice date: July 13, 2026
Due date: July 27, 2026
Service date: July 12, 2026

BILL TO

Sample Client

sample@example.com | (555) 987-6543
123 Main Street, Anytown, CA 90001

Description	Qty	Rate	Total
Standard 2-bed house cleaning One visit, 2 bedrooms, 1 bathroom	1	\$150.00	\$150.00
Deep bathroom cleaning Detailed bathroom scrub, tile, grout	1	\$60.00	\$60.00
Oven cleaning add-on Interior degrease, racks	1	\$50.00	\$50.00
Refrigerator cleaning add-on Interior wipe, shelves	1	\$40.00	\$40.00
Extra supplies Client-requested eco-friendly cleaner	1	\$20.00	\$20.00
Travel or trip fee Service call fee	1	\$25.00	\$25.00
Subtotal			\$345.00
Tax			\$24.15 (7% if applicable)
Total			\$369.15

PAYMENT TERMS

Due upon receipt. Payable by bank transfer, Zelle, cash, or check.

NOTES

Recurring visit every two weeks. Key hidden under the front-door mat.

Thank you for your business.

Example only. Line item pricing varies by market, job scope, and business. Confirm your own pricing before quoting a client. Confirm your local sales tax rules and rate before adding tax to an invoice.

[email] | [phone] | [business address]

Invoice #: _____

Invoice date: _____

Due date: _____

Service date: _____

[service address]

Thank you for your business.