Fieldnote Office Cleaning

OFFICE CLEANING

INVOICE

OFFICE-1042

FICTIONAL BUSINESS AND AMOUNTS

BILL TO

Sample Customer

Sample job address

Invoice date: October 24, 2026

Payment terms: Net 15 / Due November 8, 2026

DESCRIPTION	QTY	RATE	AMOUNT
Office cleaning - visits Oct 2, 9, 16 and 23	4	$75.00	$300.00
Paper and soap restocking - agreed supplies	1	$24.00	$24.00

Subtotal	$324.00
Sales tax 8.25%	$26.73
TOTAL DUE / USD	$350.73

SCOPE NOTES

Only the four listed visits are billed. The October 30 visit is not included. Paper and soap restocking are separately agreed. Net 15 is the fictional agreed term in this example.

Fictional worked example, not a price guide. The illustrative 8.25% tax applies to the full subtotal here; check the rate and taxable items for your own job. This reference PDF is not a fillable form.