

Maintenance Services Invoice

BILL FROM

ABC Maintenance Solutions

123 Main Street
Anytown, State ZIP
Phone: (555) 123-4567
Email: info@abcmaint.com

BILL TO

John Doe
456 Elm Avenue
Othercity, State ZIP
Phone: (555) 765-4321

INVOICE DETAILS

Invoice #: 2024-0157
Date: 2024-07-10
Due Date: 2024-07-24

Itemized Services

#	Description	Service Date	Qty	Rate	Amount
1	Air conditioner unit cleaning & filter replacement	2024-07-06	2	\$80.00	\$160.00
2	Plumbing leak repair in kitchen sink	2024-07-06	1	\$55.00	\$55.00
3	Common area light bulb replacement (materials included)	2024-07-06	6	\$6.00	\$36.00
4	Monthly elevator inspection	2024-07-06	1	\$50.00	\$50.00
					Subtotal \$301.00
					Tax (5%) \$15.05
					Total Due \$316.05

Payment Method:

Bank transfer to: ABC Maintenance Solutions
Account #: 987654321
Bank: XYZ Bank

Important Notes:

- This invoice summarizes all maintenance services rendered, detailing each task and its associated cost.
- Retain this document for your accounting and warranty records.
- Discrepancies should be reported within 7 days of invoice receipt.
- Late payments may accrue additional fees as per the service agreement.
- Direct all queries to the contact details provided above.