

# 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.