

Maintenance Services Invoice

Invoice #: MS-2024-076

Date: 2024-06-20

Service Provider:

Efficient Maintenance Co.

123 Maintenance Ave.

Citysville, ST 45678

Phone: (555) 123-4567

Email: contact@efficientmaint.com

Billed To:

Alex Johnson

89 Client Rd.

Westbrook, ST 67890

Phone: (555) 987-6543

Service Period: 2024-06-01 to 2024-06-15

Payment Terms: Net 15 Days

Service Description

#	Description	Qty	Unit Price	Amount
1	HVAC System Preventive Maintenance	2	\$120.00	\$240.00
2	Plumbing Inspection & Minor Repairs	1	\$85.00	\$85.00
3	Electrical Panel Safety Check	1	\$65.00	\$65.00
4	Materials Used	-	-	\$35.00

Subtotal: \$425.00

Tax (8%): \$34.00

Total Due: \$459.00

Important Notes

- This invoice serves as an official record of the provided maintenance services.
- Please retain this document for your records and future reference.
- Payment is due according to the terms specified above to avoid late fees.
- Contact us within 7 days if you have any questions or discrepancies regarding this invoice.
- Detailed descriptions of services ensure transparency and facilitate understanding for both parties.