

ACME Facility Services

123 Main Street

Springfield, USA

Phone: (555) 123-4567

Email: info@acmefacility.com

Recurring Maintenance Services Invoice

Bill To:

John Doe

XYZ Retail, Inc.

456 Market Avenue

Springfield, USA

john.doe@xyzretail.com

Invoice #: RM-2024-0428

Date: June 15, 2024

Due Date: June 30, 2024

Service Period: June 2024

Description	Frequency	Unit Price	Qty	Amount
HVAC Preventive Maintenance	Monthly	\$200.00	1	\$200.00
Janitorial Services	Weekly	\$75.00	4	\$300.00
Landscaping	Biweekly	\$90.00	2	\$180.00

Subtotal \$680.00

Tax (8%) \$54.40

Total Due **\$734.40**

Payment Instructions:

Please remit payment via bank transfer to:

ACME Facility Services, Routing: 000111222, Account: 9876543210.

Important Notes:

- This invoice covers recurring maintenance services as per our agreement.
- Please notify us within 7 days of receipt if any discrepancies are found.
- Ensure payment is made by the due date to avoid late fees.
- Contact your account representative for any questions about this invoice.