

Official Business Repair Receipt

For Maintenance Services

Company Name: Maintenance Solutions, Inc.
Address: 456 Main Street, Metropolis, State ZIP
Phone: (123) 456-7890 | Email: info@maintenancesolutions.com

Receipt No.: MSI-2024-0789 **Date of Issue:** 2024-06-29
Client Name: John Doe **Client Contact:** john.doe@email.com | (321) 654-9870
Service Address: 789 Business Avenue, Suite 12, Metropolis

Description of Service	Parts & Materials	Labor Cost	Total
Air Conditioner Maintenance (Cleaning & Inspection)	\$25.00	\$75.00	\$100.00
Filter Replacement	\$15.00	\$10.00	\$25.00
General Electrical Check	\$0.00	\$30.00	\$30.00

Subtotal: \$155.00

Tax (10%): \$15.50

Total Amount: **\$170.50**

Payment Method: Credit Card

Payment Status: Paid in Full

Authorized Representative

Name & Signature
Client

Name & Signature

Important Notes:

- This document serves as an official receipt for maintenance services provided and payment received.
- Ensure all service details and fees are accurate before signing.
- For warranty or further assistance, retain this receipt and refer to the receipt number.
- No returns or refunds after service completion unless stated otherwise in contract.
- Contact our office within 7 days for any discrepancies or concerns.