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| OFFICE CLEANING INVOICE |
|  |  |  |  |  |  |  |  |
|  | Invoice # |  |  |  | **[Cleaning Agency Name]** |
|  | Issue Date |  |  |  |
|  | Due Date |  |  |  | **Service Destination (Address)**:  |
|  | Tax Rate |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **From** |  |  |  | **To** |  |  |
|  | **[Company Name]** |  | **[Company Name]** |
|  | [Attn] |  | [Attn] |
|  | [Street Address] |  | [Street Address] |
|  | [City, State, Zip] |  | [City, State, Zip] |
|  | [Phone] |  | [Phone] |
|  | [E-Mail] |  | [E-Mail] |
|  |  |  |  |  |  |  |
| **S No** | **Description** | **Hours** | **$ / Hour** | **Amount** |
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|  | **Service Terms**: \* The quick brown fox jumped upon a lazy dog. The quick brown fox jumped upon a lazy dog.\* The quick brown fox jumped upon a lazy dog\* The quick brown fox jumped upon a lazy dog.\* The quick brown fox jumped upon a lazy dog.The quick brown fox jumped upon a lazy dog.The quick brown fox jumped upon a lazy dog. |  | **Sub Total** |  |
|  |  | **Discount** |  |
|  |  | **Tax** |  |
|  |  | **Total** |  |
|  |  | **Paid** |  |
|  |  | **Due Amount** |
|  |  |  |