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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** | |
|  |  |  | |