

# COMMERCIAL SECURITY SYSTEMS

ACCESS CONTROL & PHYSICAL SECURITY SPECIALISTS

## INVOICE

Invoice No.

Date

Due Date

P.O. Number

CLIENT / BILL TO

ACCESS CONTROL SYSTEM LOCATION

MAINTENANCE & SYSTEM DETAILS

Controller Model:

No. of Readers:

Software Version:

Service Tech:

| ITEM NO. | DESCRIPTION OF MAINTENANCE / SERVICE RENDERED | QTY | UNIT PRICE | TOTAL PRICE |
|----------|-----------------------------------------------|-----|------------|-------------|
|          |                                               |     |            |             |
|          |                                               |     |            |             |
|          |                                               |     |            |             |
|          |                                               |     |            |             |
|          |                                               |     |            |             |
|          |                                               |     |            |             |

STANDARD TERMS & MAINTENANCE NOTES

All access control maintenance is performed in accordance with hardware manufacturer recommendations and facility safety guidelines. Testing includes backup battery health checks, database backups, strike/maglock operational verification, and reader calibration.

|  |                     |  |
|--|---------------------|--|
|  | <b>Subtotal</b>     |  |
|  | <b>Tax Rate (%)</b> |  |
|  | <b>Tax Due</b>      |  |
|  | <b>Balance Due</b>  |  |

\_\_\_\_\_  
Technician Signature

\_\_\_\_\_  
Client Representative Signature

\_\_\_\_\_  
Thank you for trusting us with your commercial access control maintenance.