

WORK ORDER INVOICE

Commercial Maintenance

Invoice Date	
Invoice #	
Work Order #	
Purchase Order #	

CLIENT INFORMATION

Company:

Contact:

Address:

Phone/Email:

SERVICE LOCATION & DETAILS

Facility Name:

Site Address:

Service Date:

Technician:

DESCRIPTION OF MAINTENANCE SERVICES & MATERIALS USED	QTY / HRS	UNIT PRICE / RATE	AMOUNT

Subtotal	
Tax / VAT	
Total Due	

Technician Signature Date

Authorized Client Representative Signature Date