

# INVOICE

Invoice No: \_\_\_\_\_

Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

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## SERVICE PROVIDER

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## BILL TO

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

CONTRACT/PO NO.  
\_\_\_\_\_

MAINTENANCE PERIOD  
\_\_\_\_\_

PROPERTY/SITE LOCATION  
\_\_\_\_\_

DESCRIPTION OF MAINTENANCE SERVICES	QTY / HRS	UNIT RATE	TOTAL AMOUNT
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## REMITTANCE & PAYMENT TERMS

\_\_\_\_\_



**Subtotal:** \_\_\_\_\_

**Tax / VAT:** \_\_\_\_\_

**Total Due:** \_\_\_\_\_

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**Prepared By / Service Representative**

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**Approved By / Client Authorized Signatory**

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