

# INVOICE

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

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

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

## CLIENT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## SERVICE LOCATION

Site Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contract Ref: \_\_\_\_\_

## PREVENTIVE MAINTENANCE SERVICE DETAILS

DESCRIPTION OF MAINTENANCE TASK / SERVICE	FREQUENCY	QTY	UNIT PRICE	TOTAL AMOUNT

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

Tax Rate / Tax: \_\_\_\_\_

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

### Notes / Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Customer Acceptance Signature

