

# Janitorial Services Billing Statement

**Billing Date:** 2024-06-01

**Invoice Number:** JSB-2024-1001

## Bill To:

Client Name

Client Address

City, State ZIP

Phone

## Service Details

Date	Description of Service	Hours	Rate	Amount
2024-05-01	General Cleaning	4	\$25.00	\$100.00
2024-05-08	Floor Polishing	2	\$35.00	\$70.00
2024-05-15	Restroom Sanitation	3	\$30.00	\$90.00

**Subtotal:** \$260.00

**Tax (5%):** \$13.00

**Total Amount Due:** \$273.00

**Payment Due By:** 2024-06-15

## Payment Instructions

Please make payment to:

Janitorial Company Name

Bank Details / PayPal Email

## Notes

Thank you for your business. If you have any questions about this statement, please contact us at (555) 123-4567 or email info@janitorialco.com

## For Office Use Only

Payment Received:

Remarks: