

# 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](mailto:info@janitorialco.com).

## For Office Use Only

Payment Received:

Remarks: