

SAMPLE MAINTENANCE RECEIPT

Individual/Company Name: **Lion Maintenance Services**
Street Address: 123 Elm St.
City, State, Zip: **Montgomery, AL 36117**
Phone: **555-222-6666**
Email: **help@lionmaintenance.net**
Website: **www.lionmaintenance.net**

Date: **1/27/22**

Receipt #: **033**

Client Information

Name: **Michael Gordon, DDS.** Street Address: **789 Fir Dr.**
City, State, Zip: **Montgomery, AL 361176** Phone: **555-777-3333**

Description of Services

Services Rendered: **Window Replacement**

Project Start Date: **1/27/22** Completion Date: **1/27/22**

Project Rate: Three-hundred U.S Dollars (\$300.00)

Additional Expenses: Six-hundred U.S Dollars (\$600.00)

Description of Additional Expenses: **Materials: glass, frame, installation materials**

Subtotal:	\$900.00
Tax Rate:	4%
Total Tax:	\$24.00
Amount Due:	\$924.00

Summary of Charge

The aforementioned Client paid the total amount **Nine-hundred Twenty-four U.S Dollars (\$924.00)** in the form of (check one) Cash Credit (No. _____)

Check (No. **1234**) Other: _____.

Authorized Signature 

