

SAMPLE CLEANING RECEIPT

Company Name: Sparkly Cleaner Co.
Street Address: 123 Main St.
City, State, Zip: New York, NY 10001
Phone: (212) 123-4567
Fax: (212) 123-4500
Email: info@sparklycleanerco.com
Website: sparklycleanerco.com

Date: 1/11/22

Receipt #: 10002871

Client Information

Name: Joe Doe
City, State, Zip: New York, NY10001

Street Address: 555 Wall Street
Phone: (212) 333-2222

Description of Cleaning Services

Cleaning Services Rendered: 1,200 sq. ft. office mopped and glossed; trash bins emptied; surfaces dusted and sanitized; kitchen cleaned and sanitized; windows cleaned

Initial Service Date: 1/9/22

Completion Date: 1/11/22

Service Charge: \$1,500 Dollars (\$1,500)

Additional Expenses: _____ Dollars (\$ _____)

Description of Additional Expenses (Receipts Attached): _____

Subtotal: \$1,500

Tax Rate: 4%

Total Tax: \$60

Amount Due: \$1,560

Summary of Charge

The aforementioned Client paid the total amount of 1,560 Dollars (\$1,560) in the form of (check one) Cash Credit (No. 2019-2011-2938) Check (No. _____) Other:

_____.

Authorized Signature Joe Doe

