CLEANING RECEIPT

|  |
| --- |
| [Company/Individual Name] |
| [Street Address] |
| [City, State, Zip] |
| [Phone Number] |
| [Email Address] |

# Client Information

|  |
| --- |
| [Company/Individual Name] |
| [Street Address] |
| [City, State, Zip] |
| [Phone Number] |
| [Email Address] |

# Description of Cleaning Services

|  |  |
| --- | --- |
| **Cleaning Services Rendered** | [Reason] |
| **Initial Service Date:** | [Date] | Completion Date: | [Date] |
| **Service Charge**: | [Reason] | Dollars | $ [Amount] |
| **Additional Expenses**: | [Reason] | Dollars | $ [Amount] |

Description of Additional Expenses (Receipts Attached): [Description]

|  |  |
| --- | --- |
| **Subtotal** |  |
| **Tax Rate** |  |
| **Total Tax** |  |
| **Total Amount Due** |  |
| **Amount Paid** |  |
|

# Summary of Charge

The aforementioned Client paid the total amount of [Reason] Dollars ($[Amount]) in the form of (check one)

|  |
| --- |
|[ ]  Cash |
|[ ]  Check No: [Number] |
|[ ]  Credit No: [Number] |
|[ ]  Other: [Other] |

|  |  |  |
| --- | --- | --- |
| [Signature] |  | [Date] |
| **Authorized Signature** |  | **Date** |