

**YOUR COMPANY NAME/LOGO**  
**ADDRESS AND/OR TELEPHONE NUMBER**  
*"Your company slogan here"*

Client #: \_\_\_\_\_ Invoice #: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

**Work performed today denoted by checked boxes:**

**Formal Living, Dining & Family Room Areas:**

- Dust furniture
- Vacuum carpets
- Clean under couch cushions
- Dust light fixtures
- Dust exposed heat registers and baseboards
- Dust windowsills
- Patio doors inside and out

**Kitchen and Laundry Areas:**

- Clean countertops
- Clean small kitchen appliances
- Microwave inside and out
- Stove exterior and inside oven window
- Refrigerator exterior, rubber seals and air vents
- Cabinet exteriors
- Dishwasher exterior
- Trash compactor exteriors
- Sink, faucet and drain
- Inside windows over sink
- Dust window sills
- Vacuum and mop floors
- Dust exposed heat registers and baseboards
- Washer and dryer exteriors; inside washer/dryer

**Bedrooms and Office Areas:**

- Dust furniture
- Vacuum carpets
- Linens: change or straighten
- Dust exposed heat registers and baseboards
- Dust light fixtures, lampshades and desk

**Rotational or Extra Tasks Performed Today (if any):**

**Master Bath:**

- Tub/shower stall(s)
- Commode inside and out
- Lights, mirrors and counter
- Clean cabinet exteriors
- Paper holder/towel racks
- Vacuum and mop floors and rugs
- Dust exposed heat registers and baseboards

**Hallway Bath:**

- Tub/shower stall(s)
- Commode inside and out
- Lights, mirrors and counter
- Clean cabinet exteriors
- Paper holder/towel racks
- Vacuum and mop floors and rugs
- Dust exposed heat registers and baseboards

**Hallway:**

- Commode inside and out
- Lights, mirrors and counter
- Clean cabinet exteriors
- Paper holder/towel racks
- Vacuum and mop floors and rugs
- Dust exposed heat registers and baseboards

**Entry, Exit, Stairwell, Hallway**

- Dust furniture
- Dust light fixtures, lamp shades and artwork
- Vacuum carpets
- Vacuum and Mop floors
- Dust exposed heat register and baseboards

Your client's team members today were:

**Notes:**

Total for today's service:	\$ _____
Previous balance	\$ _____
Total payment due	\$ _____
Payment received today	\$ _____
Current balance outstanding	\$ _____

Paid by:  Check  Cash  Credit Card

*Thank You! We appreciate your business.*