

Invoice

Issued By: Contoso Cleaning

123 Sparkle Lane, Clean City

Email: contact@contosocleaning.com | Phone: +1-234-567-8901

Billed To: Woodgrove Bank

456 Finance Avenue, Woodgrove Town

Invoice Number: CC-2024-003

Invoice Date: December 21, 2024

Due Date: January 5, 2025

| Service Description | Quantity | Rate (NZD) | Total (NZD) |
|------------------------|----------|------------|-------------|
| Weekly Office Cleaning | 4 | \$300.00 | \$1200.00 |
| Window Cleaning | 2 | \$250.00 | \$500.00 |
| Carpet Shampooing | 1 | \$700.00 | \$700.00 |
| Grand Total | | | \$2400.00 |

Payment Instructions:

Bank Transfer to: Contoso Cleaning

Account Number: 1122334455

Bank Name: CleanPro Bank

Please include the invoice number (CC-2024-003) as the payment reference.

Thank you for choosing Contoso Cleaning!