

Facility Management Solutions

345 Operations Drive
Portland, OR 97201
(555) 543-2109
operations@facilitymgmt.com

INVOICE #OPS-001-2024

Date: February 14, 2024
Due Date: March 15, 2024

BILL TO:

Demo Intranet - Operations
Department
123 Company Street
San Francisco, CA 94105

Attn: Operations Manager
operations@demo-intranet.com

Description	Qty	Unit Price	Total
Office Building Janitorial Services - Monthly	1	\$4,800.00	\$4,800.00
HVAC System Maintenance & Repair	1	\$3,200.00	\$3,200.00
Security System Monitoring & Support	1	\$1,850.00	\$1,850.00
Elevator Maintenance Contract	2	\$750.00	\$1,500.00
Landscaping & Groundskeeping	1	\$2,400.00	\$2,400.00
Parking Lot Maintenance & Line Striping	1	\$950.00	\$950.00
Fire Safety System Inspection	1	\$1,200.00	\$1,200.00
Waste Management & Recycling Services	1	\$650.00	\$650.00

Subtotal:	\$16,550.00
Service Agreement Discount (6%):	-\$993.00
Sales Tax (8.75%):	\$1,361.24

TOTAL DUE:**\$16,918.24**

Payment Information

Terms: Net 30 days

Payment Methods: Check, Wire Transfer, or ACH

Service Notes

Monthly facility management services for 50,000 sq ft office building. Includes 24/7 emergency response, preventive maintenance scheduling, and compliance reporting. All services performed by licensed and insured contractors. Energy efficiency report provided quarterly.

Questions about this invoice? Contact our facility management team at billing@facilitymgmt.com or (555) 543-2109