**WINDOW CLEANING RECEIPT TEMPLATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company Name | |  |  |  | | |
| Street Address | |  |
| ­City, State, Zip | |  |
| Phone | |  |
| Fax | |  |  | | |
| Email | |  | Date | |  |
| Website | |  |  | Receipt No. | |  |
|  | | | | | | |
|  | QTY | Service Description | | Unit Price | Total | |
| *Interior* |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
| *Exterior* |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
| Comments: | | | | Subtotal |  | |
| Tax Rate |  | |
| Total Tax |  | |
| Amount Due |  | |

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement of Payment**

This receipt acknowledges that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Client, paid the total amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars ($\_\_\_\_\_\_\_\_\_) by means of (check applicable option)

Cash Credit (No. \_\_\_\_\_\_\_\_\_) Check (No. \_\_\_\_\_\_\_\_\_) ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for window cleaning services performed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Authorized Signature** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_