**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_