

# WINDOW CLEANING RECEIPT TEMPLATE

Company Name	
Street Address	
City, State, Zip	
Phone	
Fax	
Email	
Website	

Date	
Receipt No.	

	QTY	Service Description	Unit Price	Total
<i>Interior</i>				
<i>Exterior</i>				
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** \_\_\_\_\_

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

