

INVOICE

Cleaning invoice template

Invoice number

Invoice date

Payment due

FROM

Your business name

Address

Town and postcode

Phone

Email

BILL TO

Client name

Company (if any)

Address

Town and postcode

Purchase order number — if they issued one

CLEANING DETAILS

The site or sites covered

Number of visits in the period

The period covered

Consumables and materials separately

Any additional or deep-clean work

Contract reference where one exists

DESCRIPTION	QTY	UNIT PRICE (£)	AMOUNT (£)

Subtotal£

Total due£

HOW TO PAY

Bank name

Sort code

Payment reference — use the invoice number

Account name

Account number

Payment terms — e.g. 14 days from invoice date

Before you send it: what a cleaning invoice must show

- ☐ **The site or sites covered**
One line per site where you cover more than one. A single blended line is the main cause of queries.
- ☐ **Number of visits in the period**
"4 visits at 85.00" is checkable. "Monthly cleaning" is not.
- ☐ **The period covered**
Explicit dates, because cleaning invoices are usually issued in arrears for a month.
- ☐ **Consumables and materials separately**
If you supply the products, show them as their own line so a rate rise is visible rather than hidden.
- ☐ **Any additional or deep-clean work**
Ad hoc work billed alongside the contract needs its own line and a date.
- ☐ **Contract reference where one exists**
Commercial clients match invoices to purchase orders and contracts, not to your job numbers.

Where this one goes wrong

- ☐ **One line for a multi-site month**
Facilities managers approve by site. A single total forces them to unpick it, and unpicking means it sits in a pile.
- ☐ **Missing purchase order numbers**
Many commercial cleaning clients will not pay an invoice without a PO reference on it, and will not tell you that until you chase.
- ☐ **Ad hoc work absorbed into the contract line**
Extra work billed inside the recurring figure looks like a price rise and gets challenged.