

MAINTENANCE RECEIPT

Individual/Company Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Website: _____

Date: _____

Receipt #: _____

Client Information

Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Description of Services

Services Rendered: _____

Project Start Date: _____

Completion Date: _____

Project Rate: _____ Dollars (\$_____)

Additional Expenses: _____ Dollars (\$_____)

Description of Additional Expenses: _____

Subtotal: _____

Tax Rate: _____

Total Tax: _____

Amount Due: _____

Summary of Charge

The aforementioned Client paid the total amount of _____ Dollars

(\$_____) in the form of (check one) Cash Credit (No. _____)

Check (No. _____) Other: _____.

Authorized Signature _____

