

INVOICE

Robert Jones

property-management@domain.com
(XXX)-555-XXXX

Bill To:

John Smith

123 Main Street, Anytown, CA 90001
john.smith@domain.com
(XXX)-555-XXXX

Invoice	#INV-000101
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Issued Date: 02/20/2025

Balance Due: \$590

Services	QTY	Price	Total
Processing and paperwork for lease renewals.	1	\$150	\$150
Background checks and credit reports for potential tenants.	1	\$75	\$75
Reviewing rental applications to ensure compliance with criteria.	1	\$50	\$50
Drafting lease agreements for new or renewing tenants.	1	\$100	\$100
Monthly rent collection and record-keeping services.	1	\$200	\$200

Subtotal: \$575

Tax: \$15

Total: \$590

Terms & Conditions:

Payment Due Upon Receipt.

Please choose one of the following payment methods:

Check: Robert Jones 123 Main Street, Anytown, CA 90001

Zelle: Robert Jones (XXX)-555-XXXX/robert.jones@domain.com

Venmo: @Robert-Jones

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