

# Commercial Property Utility Invoice

<b>Issued By:</b> ABC Property Management 123 Business Lane Metropolis, NY 10001 Phone: (555) 123-4567	<b>Invoice To:</b> XYZ Industries Ltd. 555 Commerce Ave, Suite 900 Metropolis, NY 10002	<b>Invoice Details:</b> Invoice #: 2024-0724-001 Date Issued: June 30, 2024 Due Date: July 15, 2024
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Service	Meter Reading Start	Meter Reading End	Usage	Unit Cost	Subtotal
Electricity	12,500 kWh	13,200 kWh	700 kWh	\$0.15 / kWh	\$105.00
Water	50,000 gal	51,500 gal	1,500 gal	\$0.007 / gal	\$10.50
Gas	8,200 therms	8,275 therms	75 therms	\$0.85 / therm	\$63.75
<b>Total Due:</b>					<b>\$179.25</b>

**Payment Instructions:**  
Please remit payment by check or direct transfer to:  
Bank of Metropolis, Account #335540-089

This **utility invoice sample** for commercial properties provides a clear and professional format for billing essential services such as electricity, water, and gas. It is designed to help property managers and business owners accurately track and manage monthly utility expenses. Using this template ensures transparency and simplifies financial record-keeping for commercial buildings.