

Shared Office Utility Invoice

Invoice Date: June 15, 2024
Billing Period: May 1, 2024 – May 31, 2024
Invoice Number: 202406-0151

Shared Office Details

Space Name	Address	Contact Person
CollabWorks Co.	123 Downtown Ave, Suite 100, Cityville	Amanda Lee (amanda@collabworks.com, 555-205-8888)

Utility Charges Breakdown

Utility	Total Usage	Total Cost
Electricity	3,500 kWh	\$420.00
Water	48,000 gal	\$175.00
Internet	1 Plan	\$120.00
Trash Removal	4 pickups	\$80.00

Allocation Among Tenants

Tenant Name	Office #	Sq. Ft.	Share (%)	Amount Due
Innovative Labs	Suite 101	500	31%	\$251.10
Tech Partners	Suite 102	400	25%	\$202.50
Growth Consulting	Suite 103	350	22%	\$178.20
Freelance Desk Group	Open Area	350	22%	\$178.20

Total Invoice:	\$810.00
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- Notes:**
- Utility portion is allocated based on the office space's square footage occupied.
 - Payment is due within 15 days of invoice date.
 - For questions, contact Amanda Lee at amanda@collabworks.com.

This **utility invoice sample** is designed specifically for shared office spaces, helping to clearly allocate costs among tenants. It includes detailed usage breakdowns and easy-to-understand formatting for accurate billing. Using this template ensures transparency and simplifies expense management in collaborative work environments.