Itemized Service Receipt

Itemized service receipt template in Word format provides a clear and professional way to document services rendered with detailed cost breakdowns. Easily customizable, it ensures accurate billing and transparent communication with clients. Perfect for small businesses and freelancers seeking organized financial records.

Service Provider	Client
Name: [Your Company Name] **Address:** [Company Address] **Email:** [Email Address] **Phone:** [Phone Number]	**Name:** [Client Name] **Address:** [Client Address] **Email:** [Client Email] **Phone:** [Client Phone]

Invoice #	Date	Due Date	Payment Method
[####]	[MM/DD/YYYY]	[MM/DD/YYYY]	[e.g. Bank Transfer]

Services Rendered

Description	Units	Rate	Total
[Service Description 1]	[Number]	$[XX.XX]	$[XX.XX]
[Service Description 2]	[Number]	$[XX.XX]	$[XX.XX]
		Subtotal	$[XX.XX]
		Tax ([X]%)	$[XX.XX]
		Total	$[XX.XX]

Notes: [Any additional notes, policies, or terms]

Thank you for your business!