



TURN-KEY PROPERTIES, LLC

Invoice

7312 East 67th Street
 Kansas City, MO 64133
 816.313.8876
 turnkeyproperties@sbcglobal.net
 www.turnkeyproperties.org

DATE	INVOICE #
1/1/2010	2295

BILL TO
Sample Invoice

TERMS
Due on receipt

QTY	DESCRIPTION	RATE	AMOUNT
	THIS IS A SAMPLE OF WHAT AN INVOICE WOULD LOOK LIKE FOR WORK DONE TO YOUR PROPERTY		
	12/22/0X - 0000 e. 00th St Labor Forecast was calling for sub zero temps.....Went to unit to see if the gas was on & furnace working so the pipes would not freeze.....The gas is on and the furnace is working fine. Fuel Surcharge	45.00 8.75	45.00 8.75
	12/30/0x - 0000 Street Labor Tenant called and said there was a leak from the upstairs unit into the downstairs unit. Went to the unit to check out the leak and found that the shower was leaking. Made a list of materials needed and went to shop and Smith Bros. Hardware to get materials. Returned to the unit and reassembled the shower and repaired the leak and checked for any other leaks.	166.50	166.50
	Materials Fuel Surcharge	24.21 8.75	24.21 8.75
20% APR service charges begin accruing on any unpaid balance after 30 days from Invoice date.		Total	

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QTY	DESCRIPTION	RATE	AMOUNT
	1/3/0x - 0000 Street Labor Went to the unit to repair the ceiling from the leak above. Cut out and replaced the sheetrock from the leak. Screwed it in, taped and mudded it. Will need to return to apply mud one more time and paint. Repaired the toilet by re-installing the chain to the handle.	55.50	55.50
	Materials	9.89	9.89
	Fuel Surcharge	3.50	3.50
	12/22/0x - 0000 E 00th Street Labor Tenant called and said the furnace was blowing cold air. Went to the unit and checked the furnace. The pilot was out so lit the pilot and cycled it a few times. It was working but the thermocouple needed to be replaced. Turned the gas off and removed and replaced the thermocouple. Turned the gas on, re-lit the pilot and started the furnace. Working fine.	96.25	96.25
	Materials	7.44	7.44
	Fuel Surcharge	8.75	8.75
	Advertising for the month of XXXX - Option #1	80.00	80.00
	Postage	2.59	2.59
20% APR service charges begin accruing on any unpaid balance after 30 days from invoice date.		Total	\$517.13

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