GREEN LINE
GROUNDS CARE

Invoice for October

INVOICE # GL-2610-07
ISSUED Nov 2, 2026
DUE DATE Nov 17, 2026

FROM
Greenline Grounds Care, Marco Reyes, +1 503 555 0127

BILL TO
Cedar Mill Commons HOA, Linda Park, +1 503 555 0149



October at Cedar Mill Commons

The monthly fee plus the fall work the board approved in the season plan.

$6,513.00
Amount due
Due Nov 17, 2026, 15 days from the invoice.

8
Crew visits
5 weekly visits and 3 for fall work.

88,000
Sq ft aerated
All four turf zones, overseeded the same day.

How to pay

BANK Tualatin Valley Bank
ACCOUNT NAME Greenline Grounds Care
ACCOUNT •••• 2291
ROUTING 123 555 018
REFERENCE GL-2610-07
CHECK TO 9600 SW Allen Blvd

Made with ExtraflowDoc extraflowdoc.com

Charges

Seasonal services are priced per the season plan in contract GL-HOA-114.

#	ITEM	QTY	PRICE	DISC.	TAX	TOTAL
	Monthly contract					
1	**Grounds maintenance, October 2026: weekly mowing, edging, blowing and bed care** Code: MC-OCT Visits: 5 (Oct 1, 8, 15, 22, 29)	1 month	$2,850.00	–	0%	$2,850.00
				Subtotal: Monthly contract		**$2,850.00**
	Seasonal services					
2	**Fall leaf cleanup, extra crew visits Oct 20 and 27** Code: SS-LEAF	26 crew hours	$58.00	–	0%	$1,508.00
3	**Leaf haul-away to the compost facility** Code: SS-HAUL	4 loads	$95.00	–	0%	$380.00
4	**Core aeration, zones A to D** Code: SS-AER 	88 1,000 sq ft	$6.50	–	0%	$572.00
5	**Overseeding with perennial ryegrass blend, seed included** Code: SS-SEED	88 1,000 sq ft	$9.00	–	0%	$792.00
6	**Irrigation winterization, 14-zone blowout** Code: SS-WINT	1 system	$285.00	–	0%	$285.00
				Subtotal: Seasonal services		**$3,537.00**
	Repairs					
7	**Broken sprinkler heads replaced, zone B, approved by Linda Park Oct 9** Code: RP-HEAD 	3 heads	$42.00	–	0%	$126.00
				Subtotal: Repairs		**$126.00**

Subtotal	$6,513.00
Sales tax (none in Oregon)	$0.00
Amount due	**$6,513.00**

Made with ExtraflowDoc

extraflowdoc.com

Visit log

Every visit this month, with the crew and the hours on site.

DATE	CREW	WORK DONE	HOURS
Oct 1	Crew 2	Mow, edge, blow; beds weeded	9.0
Oct 5	Crew 4	Aeration and overseeding, zones A–D	14.0
Oct 8	Crew 2	Mow, edge, blow; 3 broken heads found, zone B	9.0
Oct 15	Crew 2	Mow, edge, blow; 3 heads replaced	10.5
Oct 20	Crew 3	Leaf cleanup, 2 loads hauled	13.0
Oct 22	Crew 2	Mow, edge, blow	9.0
Oct 27	Crew 3	Leaf cleanup, 2 loads hauled	13.0
Oct 29	Crew 2	Last mow of the season; irrigation blowout	11.0

Where the fall work was done

Aeration and seed are billed per 1,000 sq ft of turf, measured from the site map in the contract.



Made with ExtraflowDoc

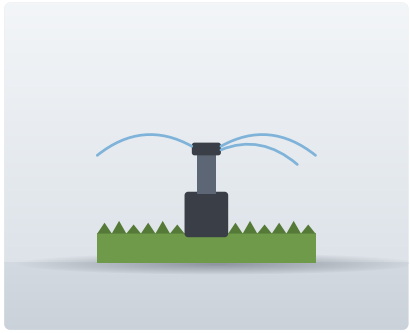
extraflowdoc.com

Notes from the crew



New seed

Please keep foot traffic off zone A until mid-November so the seed can root.



Irrigation

The system is drained for winter. We restart and test it in April.



Leaves

Most leaves are down. A final pickup is in November's visit.

Season plan, what is left

From the contract, so the board can budget the last invoice of the season.

● OCT 5

Aerate and seed

Done, all zones.

● OCT 29

Winterize

Irrigation blown out.

○ NOV 12

Final cleanup

Leaves, beds cut back.

○ NOV 19

Winter feed

Slow-release fertilizer.

○ DEC 1

Last invoice

November fee and work.

Made with ExtraflowDoc

extraflowdoc.com

Payment terms

1. Due date

1.1 Payment is due within 15 days, by Nov 17, 2026, as set in contract GL-HOA-114.

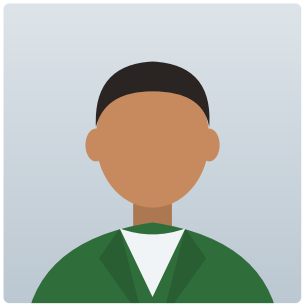
2. Extra work

2.1 Work outside the monthly scope is done only with written approval from a board member, at the rates in the season plan.

3. Late payment

3.1 Balances unpaid after 30 days carry a fee of 1% a month.

Questions about this invoice?



Marco Reyes

Account Manager

Phone: +1 503 555 0127

Email: marco@greenlinegrounds.example

Web: greenlinegrounds.example

Made with ExtraflowDoc

extraflowdoc.com