

[Street address, city, state ZIP]
[Phone] · [Email] · [Website]

Work order # [0001]
Date [MM/DD/YYYY]

Schedule [Weekly / every two weeks / monthly / one-time]
Scheduled [Date — and the arrival window]
Assigned to [Cleaner or team]

[Customer name]
[Phone] · [Email]
[Billing address, if different from the job site]

[Street address, city, state ZIP]
[Bedrooms / bathrooms / about __ sq ft / floors]
[How to get in — key, lockbox, code — and the alarm]
[Pets, preferences, the customer's own equipment]

Balance to collect on completion

[The clean room by room, in the customer's words, and what's on the quote]

[What's booked for another visit or not part of the service — quote it separately]

[Your kit, the customer's equipment, product preferences]

COMPLETION

[Time in] · [time out] · [cleaners] · [add-ons done] · [doors and alarm checked] · [anything for the office]

Free template from zarla.com/guides/cleaning-work-order-template. Replace every [bracketed] line and delete the rows you don't need. The quote before it and the invoice after it can go out from Zarla, the same dashboard as your cleaning website; the accepted quote's lines become the invoice's: zarla.com/features/quoting-software