[Your Business Name]

[phone] · [email] · [address]

Cleaning Service Work Order

For cleaning businesses — turns an accepted estimate into a scheduled, assigned, completable job.

Work order details

Work order no.: _____

Date issued: _____

Linked estimate no.: _____

Client & job

Client name: _____

Service address: _____

Phone: _____

Scheduled date: _____

Arrival window: _____

Team / cleaner assigned: _____

Scope (from the accepted estimate)

Service type: _____

Rooms / areas included: _____

Add-ons included: _____

Tasks for this visit

- ☐ Full clean per the agreed checklist
- ☐ Deep-clean items listed below
- ☐ Add-ons from the estimate (as scoped above)

Specific tasks / notes for this visit

_____

_____

_____

Access & supplies

Entry instructions: _____

Alarm note (see intake form): _____

Supplies / equipment to bring: _____

Completion record

Tasks completed: _____

Time in: _____

Time out: _____

Issues found: _____

Follow-up needed: _____

Sign-off

Cleaner signature: _____

Client signature (on completion):

_____

Date: _____

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