[Your Business Name]

[phone] · [email] · [address]

Recurring Client-Visit Schedule

For cleaning businesses — the weekly planner: which client, which day, which team.

Week planner — write the client name (and team) in each block

Time	Mon	Tue	Wed	Thu	Fri	Sat
Morning						
Midday						
Afternoon						

Client roster

Client	Frequency	Visit day	Duration	Access details filed (intake form ref)

Changes, holiday cover & swaps

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