

YOUR COMPANY NAME

Cleaning Worksheet

Client Name:			Date:		
Address:					
City:		ZIP:		Home Phone:	
Desired Schedule:			Work Phone:		Ext:
ROOM	ROOM NOTES	TIME EST	EXTRA WORK	1 ST TIME	TIME EST
SAMPLE					

ROOM	ROOM NOTES	TIME EST	EXTRA WORK: 1 ST / ONE TIME	TIME EST
<h1>SAMPLE</h1>				
(A) ESTIMATED TOTAL TIME FOR REPEAT ROUND OF CLEANING			(B) TOTAL TIME FOR EXTRA WORK ON 1 ST TIME OR ONETIME CLEANING	
1. "P" FACTOR (A) x PPM			(C) TOTAL TIME ON 1 ST VISIT (A) + (B)	
2. "O" FACTOR			(D) "P" FACTOR (C) x PPM	
3. "M" FACTOR 1. + 2. X M			(E) "O" FACTOR	
4. Other Fees or Surcharges*			(F) "M" FACTOR (D) + (E) x M	
REGULAR, REPEAT CLEANING PRICE		1 + 2 + 3 + 4.	1ST TIME/ONETIME CLEANING PRICE (D) + (E) + (F)	

*Other Fees may include additional an charge as a result of extra work that may result from special requests client may request from time to time or a cleaning frequency of less than every other week.

USE:

Designed specifically for use in determining your clients' cleaning prices based on the House Cleaning Biz 101 **POM=CP** Formula (**P**ayroll+**O**verhead+**M**arkup=**C**leaning**P**rice). The entire Session 3 on CD 4 deals with this topic in depth.

SAMPLE