**Work Order Information**

| Work Order Number: | [Enter Work Order Number] |
| --- | --- |
| Date Issued: | [Enter Date] |
| Due Date: | [Enter Due Date] |

**Client Information**

| Client Name: | [Enter Client Name] |
| --- | --- |
| Contact Person: | [Enter Contact Person] |
| Phone Number: | [Enter Phone Number] |
| Email Address: | [Enter Email Address] |
| Address: | [Enter Client Address] |

**Service Location**

| Location Name: | [Enter Location Name] |
| --- | --- |
| Address: | [Enter Service Address] |
| Area/Room(s): | [Specify Area/Room(s)] |

**Service Details**

Type of Cleaning Service:

|  |  |  |  |
| --- | --- | --- | --- |
| Regular Cleaning | Deep Cleaning | Carpet Cleaning | Window Cleaning |
| Floor Cleaning and Polishing | Post-Construction Cleaning | Move-In/Move-Out Cleaning | Other: [Specify Other] |

**Description of Work:**

| Task | Details |
| --- | --- |
| Dusting: | [Specify areas/items to be dusted] |
| Vacuuming: | [Specify areas/items to be vacuumed] |
| Mopping: | [Specify areas/items to be mopped] |
| Sanitizing: | [Specify areas/items to be sanitized] |
| Trash Removal: | [Specify trash removal details] |
| Bathroom Cleaning: | [Specify bathroom cleaning details] |
| Kitchen Cleaning: | [Specify kitchen cleaning details] |
| Special Instructions: | [Specify any special instructions or requests] |

**Materials and Equipment**

| Supplies Needed: | [List any supplies needed] |
| --- | --- |
| Equipment Required: | [List any equipment required] |

**Labor Requirements**

| Number of Cleaners: | [Specify number of cleaners required] |
| --- | --- |
| Estimated Hours: | [Specify estimated hours to complete the work] |

**Cost Estimate**

| Service Charge: | $[Enter Service Charge] |
| --- | --- |
| Materials Cost: | $[Enter Materials Cost] |
| Total Cost: | $[Enter Total Cost] |

**Approval**

| Client Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| Date: | [Enter Date] |

| Approved By: | [Enter Name and Title] |
| --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | [Enter Date] |

**Completion**

| Work Completed By: | [Enter Name and Title] |
| --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | [Enter Date] |

| Client Confirmation: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| Date: | [Enter Date] |