

# Simply Elegant Home Cleaning Service

Lifestyle You Deserve

814 Continental Drive, Medina, OH 44256

Ph: (330 421-5209)

## RESIDENTIAL CLEANING WORK ORDER / INVOICE

DATE OF ORDER \_\_\_\_\_ ORDER TAKEN BY \_\_\_\_\_

PHONE \_\_\_\_\_ WORK ORDERED BY \_\_\_\_\_

STARTING DATE/TIME \_\_\_\_\_

WEEKLY      BIWEEKLY      ONE TIME      OTHER

JOB NAME/NO. \_\_\_\_\_

JOB LOCATION \_\_\_\_\_

INVOICE \_\_\_\_\_ JOB PHONE \_\_\_\_\_

### DESCRIPTION OF WORK

CHECKMARKS DENOTE:

- WORK TO BE DONE
- WORK COMPLETED

	1ST FLOOR	2ND FLOOR	DUST	SWEEP	CLEAN/MOP	VACUUM
<b>FLOORS:</b>						
WOOD						
TILE						
LINOLEUM						
CARPET						
<b>BATHROOMS:</b>						
MIRROR(S)						
SINK(S)						
SHOWER(S)						
TUB(S)						
TOILET(S)						
WALLS						
<b>KITCHEN:</b>						
REFRIGERATOR						
OVEN						
DISHWASHER						
SINK						
COUNTER						
CABINETS						
TRASH CAN(S)						
<b>OTHER:</b>						
INTXT. GLASS						
SILLS, LEDGES						
DOORS						
WALLS						
FRAMES						
BASEBOARDS						
LIGHT FIXTURES						
LIGHT SWITCHES						
CLOSETS						
ACHTG. VENTS						
BLINDS						
CURTAINS/DRAPES						
FURNITURE						
CEILING FANS						
CORNBES						

SPECIAL INSTRUCTIONS / NOTES:

TERMS

I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION OF THE ABOVE DESCRIBED WORK.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TOTAL LABOR	
TOTAL MATERIALS	
TOTAL CHARGES	
TAX	
<b>TOTAL</b>	

**THANK YOU!**