Cleaning Business Job Tracker & Pricing Calculator: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

Drop-down cells only take values from the lists on the Settings tab. Add or rename items there and the drop-downs follow.

The example file is filled with fictional clients and jobs so you can see every number working. The blank file is the same workbook, empty. Use the blank one for your business.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer, Windows or Mac). Numbers on Mac also opens it.

Set up (10 minutes):

1. Settings: your price list. For each clean type: base price, extra per bedroom, extra per bathroom. Also your mileage rate and how much to set aside for tax.

2. Clients: name, area, how often you clean, their usual clean type and the number of bedrooms and bathrooms.

3. Jobs: one row per clean: date, client, clean type. Bedrooms and bathrooms come from the client; the quote is worked out from your price list. Type a different price in "Price charged" only if you charged something else. Mark Paid Yes/No.

4. Expenses: supplies, fuel, equipment, with miles driven if you track mileage.

What you get:

Quotes from your own price list, who has not paid yet, your real earnings per hour, revenue by clean type, and a monthly profit table with a tax set-aside.

Mileage: the rate in Settings is yours to set (check your tax authority's current rate).

Help:

Something wrong, or a column you need? Message us on Etsy; we fix it and update the download for every buyer.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.