Free Cleaning Business Spreadsheet: 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.

The example file is filled with fictional data so you can see every number working. The blank file is the same workbook, empty: use that one.

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). Numbers on Mac also opens it.

Set up (5 minutes):

1. Settings: your price list. For each clean type: base price, extra per bedroom, extra per bathroom. Also the year (F2).

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 or No.

What you get:

Quotes from your own price list, who has not paid yet, and jobs and revenue by month and by clean type.

Limits: 150 clients, 400 jobs, 10 clean types. Need expenses, hours and earnings per hour, mileage and a tax set-aside? See the paid Cleaning Business Job Tracker at tuper.app/templates. This is a record-keeping tool, not tax advice.

Help:

Something wrong? Message us at support@tuper.app and we fix it.

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