Prepare the launch

Complete the applicable steps before accepting the first job.

Business name: Target launch date:

Define the service

- [ ] Choose a customer group and service area.
- [ ] Write included tasks, paid extras and excluded work.
- [ ] Set available working hours, travel limits and visit frequency.

Check local requirements

- [ ] Check entity formation, business name and DBA requirements.
- [ ] Confirm applicable licenses, permits and sales-tax registrations.
- [ ] Obtain an EIN when required and set up business banking.
- [ ] Confirm insurance, bonding and any employment obligations.

Prepare the work

- [ ] Buy the essential kit and confirm product/surface compatibility.
- [ ] Document cleaning methods, chemical precautions and access rules.
- [ ] Set prices that include labor, travel, supplies, overhead and profit.
- [ ] Set up customer records, quotes, scheduling and invoicing.

Find and confirm the first customer

- [ ] Choose outreach contacts and send a clear service offer.
- [ ] Record quote approval, access, payment terms and visit date.
- [ ] After the job, compare actual time and confirm the next visit.

Build a complete cash budget

Use actual quotes. The article examples are partial subtotals, not full launch budgets.

A. One-time purchases and setup

Equipment and initial supplies: $

Formation, name filings and permits: $

Other setup purchases or deposits: $

B. Bills due before customer payments arrive

Insurance and software payments: $

Payroll, payroll taxes and required coverage: $

Transport, marketing and other operating bills: $

C. Operating reserve

Extra cash for delays, cancellations and unexpected expenses: $

TOTAL CASH REQUIRED (A + B + C): $

Available funding: $ Remaining gap: $

Count annual subscriptions once if paid upfront. Do not also add monthly payments.
Plan owner compensation and living expenses separately. Confirm local tax obligations.

Prepare the first cleaning quote

Confirm condition and scope before promising a fixed price.

Client / property:

Rooms, bathrooms, surfaces, stairs and pets:

Condition, buildup and time since the last thorough clean:

Included tasks:

Extras, exclusions and product preferences:

Access, parking, supplies and requested date:

Estimate and approve

Cleaner-hours: Travel / setup: Supplies: $

First-clean price: $ Recurring-visit price: $

Payment, cancellation and additional-work approval terms:

- [ ] Client approved the written scope and price before scheduling.
- [ ] Actual time and completed tasks recorded after the visit.
- [ ] Next visit confirmed and estimate reviewed against actual costs.

Two cleaners working two hours = four cleaner-hours. This worksheet is not a contract.