

Review a completed cleaning job

Printable manual worksheet. Use the XLSX for automatic calculations. Amounts exclude sales tax. This is an internal planning review, not a tax return or certified accounts. Enter 0 for a real zero.

Job reference: _____ Earned date: _____ Currency: _____

Scope: _____

Owner-work basis (included once in labor): _____

Revenue / estimate	Amount
Quoted amount	_____
A. Earned revenue BEFORE discounts/refunds	_____
B. Discounts/refunds: positive deductions, once	_____
C. Net earned revenue = A - B	_____
D. Estimated all listed costs, including allocated overhead	_____
E. Estimated result = quoted amount - D	_____

Actual paid time and costs

On-site worker-hours: _____ Paid travel worker-hours: _____

Estimated total paid worker-hours: _____

Labor cost includes employer costs and owner-work allowance once. Use each worker's actual cost rate when they differ.

Actual cost	Amount
Labor cost for all paid hours	_____
Vehicle/parking, excluding paid travel labor	_____
Supplies	_____
Other direct costs, not counted elsewhere	_____
Actual payment fees	_____
Allocated overhead	_____
F. Total listed actual costs: add the six rows	_____

Actual result = C - F: _____ **Actual minus estimated result:** _____

Margin = result / C: _____ % **Markup = result / F:** _____ %

Margin is n.a. when net revenue is zero or negative. Markup is n.a. when cost is zero.

Net cash collected: _____ Net invoiced: _____ Unpaid invoices: _____

These track payment separately; they do not replace earned revenue in the result.

Worked example: where the \$25 went

Fictional USD example: repeat cleaning of a 1,800 sq ft home with 3 bedrooms and 2 bathrooms. Included tasks are kitchen surfaces, bathroom fixtures, accessible dusting and floors. Oven interiors are excluded. No refunds or payment fees.

Input / result	Estimate	Actual
On-site worker-hours	4	5
Paid travel worker-hours	0.5	0.5
Cost per paid hour	\$24	\$24
Labor: (on-site + travel) x hourly cost	\$108	\$132
Vehicle	\$8	\$8
Supplies	\$6	\$7
Allocated overhead	\$18	\$18
Other cost / fees	\$0	\$0
Total listed cost	\$140	\$165
Net earned revenue / price	\$190	\$190
Amount left	\$50	\$25
Margin: amount left / revenue	26.3%	13.2%
Markup: amount left / cost	35.7%	15.2%

Difference: \$25 less left. The extra hour costs \$24 and extra supplies cost \$1. Do not count the extra labor again as a separate rework expense if it is already in these hours.

Investigate before changing the next job

Check whether the cause was a changed scope, starting condition, access delay, underestimated time, training gap or rework. Review the job record with the people involved. An overrun alone does not establish its cause.

Cause / evidence: _____

Next action / owner / review date: _____

If the owner performed some of the work, their planning allowance is already in the worker-hour costs. Do not add that allowance again under overhead or deduct an owner withdrawal as a second job expense.

Reconcile the month without double costs

Month: _____ Currency: _____ Jobs included: _____

Use the same earned-revenue period and cost basis for all jobs. Include missing jobs before treating the total as a business result.

Reconciliation	Amount
A. Sum of job results AFTER allocated overhead	_____
B. Add back the overhead allocated to those jobs	_____
C. Subtract actual overhead for the same month	_____
D. Extra expense adjustment not included in A or C	_____
E. Reconciled result = A + B - C - D	_____
F. Net earned revenue from the included jobs	_____
Reconciled margin = E / F (n.a. if F is zero/negative)	_____ %

D is signed: a positive number subtracts a missing expense; a negative number reverses a cost. Enter 0 if none. Explain each adjustment. Do not deduct owner labor, rework, supplies or overhead twice.

Adjustment / source record: _____

Missing jobs or costs to resolve: _____

Five-job fictional reconciliation

Three jobs each earn \$190 and cost \$140, leaving \$50 each. Two jobs each earn \$190 and cost \$165, leaving \$25 each. Total net earned revenue is \$950. Job results total \$200, including \$90 of allocated overhead (\$18 x 5).

If actual overhead for this small example period is \$100 and another \$10 expense was omitted: **\$200 + \$90 - \$100 - \$10 = \$180**. Reconciled margin is \$180 / \$950 = **18.9%**. Do not subtract the \$100 while also leaving the \$90 allocation deducted.

Keep cash separate

For a \$190 earned visit with \$100 collected, the worksheet still uses \$190 earned revenue. Track the remaining unpaid invoice separately. Cash totals for selected jobs do not represent every receipt in the calendar month. Compare with bank, invoice and accounting records before drawing a cash-flow conclusion.

Reviewed by: _____ Date: _____ Follow-up: _____

Fictional examples by CleanerHQ, September 23, 2026. Tax, financing and other omitted expenses can change the result.