



CRYSTAL CLEANING SERVICE, LLC.

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Las Vegas, NV, 89121

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RESIDENTIAL CLEANING SERVICE/WORK ORDER

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TO: _____

DATE OF ORDER	ORDER TAKEN BY
PHONE	WORK ORDERED BY
STARTING TIME / DATE:	
JOB LOCATION	
JOB PHONE	INVOICE

ITEM	WORK / DUTIES						SPECIAL CLEANING INSTRUCTIONS
	1st Floor	2nd Floor	Out	Swamp	Clear / Mop	Washroom	CLEANING SCHEDULE <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> ONE TIME <input type="checkbox"/> OTHER (Indicate below)
FLOORS							SPECIAL INSTRUCTIONS / NOTES _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
WOOD							
TILE							
LINOLEUM							
MARBLE							
CARPET							
BED ROOM							
BEDDING							
DRESSER / NIGHT TABLE(S)							
FURNITURE							
WALLS							
MIRROR(S)							
LIGHT FIXTURES							
BATH							
KITCHEN							
SINK							
COUNTER							
TRASH CAN(S)							
DISHWASHER							
REFRIGERATOR							
CABINETS							
OVEN							
OTHER							
GLASS, INT / EXT							
DOORS							
WALLS							
SILLS / LEDGES							
FRAMES							
BASEBOARDS							
LIGHT FIXTURES							
LIGHT SWITCHES							
CLOSETS							
A/C VENTS							
CEILING FANS							
BLINDS							
CURTAINS / DRAPES							
FURNITURE							
PORCH AREA, FRONT / BACK							

TOTAL LABOR		
TOTAL MATERIALS		
SUB TOTAL		
TAX		
TOTAL		

SIGNATURE: _____

DATE: _____

Thank You!