# DASHBOARD & PROFIT SUMMARY

Sparkle & Shine Cleaning Co. | House Cleaning | Current quote: Q-1001 - Jane Miller

## THIS QUOTE

| Total Quote (before tax) | Total Est. Cost (direct + overhead) | Est. Net Profit $ | Est. Gross Margin % |
|---|---|---|---|
| $205.00 | $142.18 | $62.82 | 45.6% |

| Direct job cost | Gross profit $ | Overhead allocation | Est. Net Margin % |
|---|---|---|---|
| $111.43 | $93.57 | $30.75 | 30.6% |

**HEALTHY MARGIN**

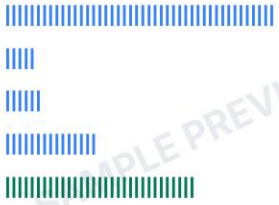
| Red below: | 30.0% | Green at or above: | 45.0% |
|---|---|---|---|

## PRICE GUIDE

| | |
|---|---|
| Break-even price | $131.09 |
| Recommended bid | $205.00 |
| Your price | $205.00 |
| Revenue per paid labor hour | $48.43 |

## WHERE EACH QUOTE DOLLAR GOES

| | |
|---|---|
| Labor | 43.9% |
| Materials | 4.6% |
| Equipment, vehicle & other | 5.9% |
| Overhead | 15.0% |
| Net profit | 30.6% |



## ALL JOBS (from Job Tracker)

| Jobs logged | Jobs completed (actuals in) | Revenue (completed jobs) | Profit vs. estimate (completed) |
|---|---|---|---|
| 3 | 3 | $1,050.00 | -$73.66 |

| Est. gross margin (completed) | Actual gross margin (completed) | Labor variance | Materials + equip/other variance |
|---|---|---|---|
| 44.4% | 38.6% | -$38.66 | -$5.00 |

**Biggest profit leak so far:** LABOR: crews are taking longer than estimated

## HOW TO USE

1. Settings tab: enter your company, wage, overhead and margin rules once.
2. Estimator tab: fill the blue cells for a new job.
3. Check this Dashboard: red = raise the price or cut scope.
4. Quote tab: pick Itemized prices or Lump sum (right of the quote), then File > Print > Save as PDF (Ctrl+P / Cmd+P) and send the PDF, never this file.
5. Job won? Copy Estimator section 8 > Paste Values on Job Tracker.
6. After the job, enter actual hours & costs on the Job Tracker.

Excel: if a yellow bar says PROTECTED VIEW, click Enable Editing.

Google Sheets: File > Make a copy and work in your copy. Sheet protection does not carry over, so type only in the blue cells.

Tip: Save a copy per quote (File > Save As) if you need to reopen old quotes.

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# JOB COSTING & ESTIMATOR - House Cleaning

| Blue cells = your inputs | Automatic | *Internal only - never send this tab to a client. Send the Quote tab as a PDF.* |
|---|---|---|

## 1. JOB & CLIENT

| | |
|---|---|
| Quote # | Q-1001 |
| Quote date | Nov 27, 2026 |
| Client name | Jane Miller |
| Service address | 1428 Maple Ave |
| City, State ZIP | Springfield, IL 62704 |
| Phone | (217) 555-0142 |
| Email | jane.miller@example.com |

| | | Time multiplier |
|---|---|---|
| Service type | Standard Clean | 1.00 |
| Frequency | One-time | 1.00 |
| Home condition | Average | 1.00 |
| Pets in home | No pets | 1.00 |
| **Combined time multiplier** | | **1.00** |

## 2. TIME ESTIMATE (labor hours)

| Task (also used as the quote line) | Qty | Unit | Rate | Rate means | Base labor hrs | Adjusted hrs | Quote line # | Quote amount | Rounded share |
|---|---|---|---|---|---|---|---|---|---|
| General cleaning - living area | 2,000 | sq ft | 1,250 | *sq ft/labor hr* | 1.60 | 1.60 | 1 | $96.00 | $96.00 |
| Bathrooms | 2 | bathroom | 25 | *min per bathroom* | 0.83 | 0.83 | 2 | $50.00 | $50.00 |
| Kitchen | 1 | kitchen | 30 | *min per kitchen* | 0.50 | 0.50 | 3 | $30.00 | $30.00 |
| Bedrooms | 3 | bedroom | 10 | *min per bedroom* | 0.50 | 0.50 | 4 | $29.00 | $30.00 |
| Add-on: inside oven | 0 | oven | 30 | *min per oven* | 0.00 | 0.00 | | $0.00 | $0.00 |
| Add-on: inside refrigerator | 0 | fridge | 25 | *min per fridge* | 0.00 | 0.00 | | $0.00 | $0.00 |
| Add-on: inside kitchen cabinets | 0 | kitchen | 45 | *min per kitchen* | 0.00 | 0.00 | | $0.00 | $0.00 |
| Add-on: interior windows | 0 | window | 5 | *min per window* | 0.00 | 0.00 | | $0.00 | $0.00 |
| Add-on: laundry (wash & fold) | 0 | load | 15 | *min per load* | 0.00 | 0.00 | | $0.00 | $0.00 |
| **On-site labor hours (all workers combined)** | | | | | 3.43 | **3.43** | | | |

*Multipliers apply to the main tasks; add-ons/setup use their own fixed time. Quote amounts split the price by each task's share of hours, rounded to whole dollars (last line absorbs the cents).*

## 3. LABOR

| | |
|---|---|
| Crew size (workers) | 2 |
| On-site labor hours | 3.43 |
| Time on site per visit (hours, crew working together) | 1.72 |
| Round-trip drive time (hours, paid) | 0.40 |
| Total paid labor hours | **4.23** |
| Hourly wage override (leave blank = Settings default) | |
| Hourly wage used | $18.00 |
| Labor burden (taxes, workers' comp, benefits) | 18.0% |
| Burdened cost per labor hour | $21.24 |
| **LABOR COST** | **$89.92** |

## 4. MATERIALS & SUPPLIES

| Item | Cost per unit | Unit | Qty | Waste / spillage % | Cost |
|---|---|---|---|---|---|
| Cleaning solutions & chemicals | $2.50 | per 1,000 sq ft | 2 | 10.0% | $5.50 |
| Paper towels & trash liners | $2.00 | per visit | 1 | 10.0% | $2.20 |
| Microfiber, pads & sponges (wear) | $1.50 | per visit | 1 | 10.0% | $1.65 |
| Specialty products (oven / degreaser) | $3.00 | per add-on | 0 | 10.0% | $0.00 |
| | $0.00 | | 0 | 10.0% | $0.00 |
| | $0.00 | | 0 | 10.0% | $0.00 |
| **MATERIALS COST** | | | | | **$9.35** |

*Qty cells holding a formula are linked to the task quantities above; you can type over them.*

## 5. EQUIPMENT, VEHICLE & OTHER DIRECT COSTS

| Equipment (from Settings) | Cost per hour | Hours used | Cost |
|---|---|---|---|
| Backpack / upright vacuum | $0.45 | 1.72 | $0.77 |
| Supply caddy & hand tools | $0.30 | 1.72 | $0.52 |

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[ YOUR LOGO HERE ]
Insert > Picture, then drag over this box

**Sparkle & Shine Cleaning Co.**

100 Main Street, Suite 2
Springfield, IL 62701
(555) 555-0100
hello@yourcompany.com
www.yourcompany.com
Licensed & insured

# CLEANING SERVICE QUOTE

| | |
|---|---|
| **Quote #** | Q-1001 |
| **Date** | Nov 27, 2026 |
| **Valid until** | Dec 27, 2026 |

**PREPARED FOR**

**Jane Miller**
1428 Maple Ave
Springfield, IL 62704
(217) 555-0142
jane.miller@example.com

**SERVICE DETAILS**

| | |
|---|---|
| Service type | **Standard Clean** |
| Frequency: | **One-time** |

| # | Description | Qty | Unit | Amount |
|---|---|---|---|---|
| 1 | General cleaning - living area | 2,000 | sq ft | $96.00 |
| 2 | Bathrooms | 2 | bathroom | $50.00 |
| 3 | Kitchen | 1 | kitchen | $30.00 |
| 4 | Bedrooms | 3 | bedroom | $29.00 |

*Includes dusting, vacuuming, mopping, kitchen counters & appliance exteriors, bathroom sanitizing.*

*All supplies and equipment provided by our team.*

| | |
|---|---|
| Subtotal | $205.00 |
| **TOTAL** | **$205.00** |

**PAYMENT TERMS**

Payment is due on the day of service by card, check, or bank transfer.

Cancellations with less than 24 hours' notice are subject to a 50% fee.

Prices assume the condition described above; heavier soil may change the price after walkthrough.

All cleaning staff are insured and background-checked.

**ACCEPTANCE**

By signing below, you accept this quote and the payment terms above.

Client signature _____ Date _____

Printed name _____

*Thank you for choosing Sparkle & Shine Cleaning Co.!*

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