

Cleaning Business Project Cancellation / Reschedule Log Printable

PROJECT / JOB CODE

CUSTOMER NAME

CUSTOMER PHONE / EMAIL

SERVICE ADDRESS

RECORD DATE

ROOMS AREAS

CLEANING LEVEL

☐

☐

☐

☐

SUPPLY PREFERENCE

ORIGINAL APPOINTMENT

NOTICE DATE

REASON PROVIDED

NEW APPOINTMENT

CONFIRMATION STATUS

☐

☐

☐

☐

CANCELLATION / RESCHEDULE NOTES