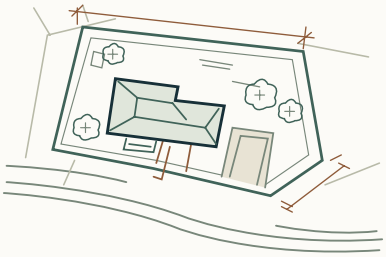
CLIENT FORMS / BLANK TEMPLATE

Service brief



Describe a job clearly enough for staff to scope and schedule it.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Start with the result you want. Note the rooms or outdoor areas involved and any deadline tied to a move, opening or weather window.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Main result you need *

Rooms, areas and tasks *

For example, specify the driveway and front steps, or the kitchen and two bathrooms.

Work to leave out

Identify items, rooms or surfaces that should remain undisturbed.

Visit rhythm *

One visit / Recurring / Seasonal / Weather-triggered / Help me decide

Preferred completion date

How to tell the job is complete *

Describe the handover condition or most important detail.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date