

The ExpressTime Insider

Using Work Order Processing

In almost all cleaning businesses there's a large portion of what we call "project work" that occurs. Organizing these special jobs can be chaos, between scheduling your employees, making sure they know what's to be done, and getting your billable hours together after completion. Not to mention these type jobs can seemingly come out of nowhere and need to be done on a moments notice. The Work Order Processing tool in ExpressTime can help you manage project jobs like floor work, pressure washing, or construction cleanups.

Here's how it works: when you first become aware that a project job may potentially be happening, you'll want to create a Work Order Request. Input the basic information associated with the job and what services you'd be performing. Once the request is completed, you can print a Work Order Request or a Cleaning Proposal using the information submitted. The Cleaning Proposal is a professional, presentable document perfect for adding to your bids. Once you've been approved for the job, you can convert the Work Order Request into an actual Work Order and schedule the employees who will be working at the project. As your employees clock in, their hours will attach to the Work Order so that you can easily print the completed Work Order and use for billing and invoicing.

Get a better look at this impressive feature [by clicking here.](#)

Express Cleaning Care 111 Holly Street Hollywood, CA 12345 Phone: Fax:		Cleaning Proposal Local Bakery 12 George Street New York, NY 10217	
			CLEANING PROPOSAL ID: 3
CONTACT	DATE OF JOB	TERMS	
Brian Thomas 601-333-3333	3/21/2016	NET 10	
JOB LOCATION NOTES			
Local Bakery -Main lobby on first floor			
TYPE	DESCRIPTION	SERVICE NOTES	
Service	Strip And Refinish	Strip and apply 5 coats to lobby floor	
OTHER INSTRUCTIONS			
Strip and refinish all tile on the first floor lobby area.			
Terms & Conditions			
1. Cleaning supplies to perform this service will be supplied by.		4. Date of services will be _____	
		5. This offer expires on _____	
2. The terms of this agreement will take place _____ times per _____		6. In the event that this agreement proves unsatisfactory it may be terminated by a 30 day written notice by either party.	
3. Total cost of service will \$_____ per _____		Quoted by: _____	
		Date: _____	
Acceptance of Proposal			
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.			
Authorized Signature _____		Date _____	

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- [ExpressTime Communication Manager](#)
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- ETO Mobile for managers to track employee clock in/out

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