

Monthly Report Setup

September 2026 compared with August 2026 | Fictional cleaning business

A reusable report built from the job records the business already keeps.

Measure	Prior Month	Current Month	Change
Completed jobs	6	8	+2
Completed sales	\$1,100.00	\$1,600.00	+\$500.00
Average job value	\$183.33	\$200.00	+\$16.67

What the Numbers Show

September completed-job sales increased \$500 (45.5%). Job count rose from 6 to 8 and average job value rose from \$183.33 to \$200. Deep cleaning contributed \$260 of the increase and Standard cleaning contributed \$210.

Service	August	September	Change
Standard	\$410	\$620	+\$210
Deep	\$220	\$480	+\$260
Move-out	\$280	\$300	+\$20
Commercial	\$190	\$200	+\$10

Handover and Next Use

The Excel report includes formulas, a service comparison chart and source records. Replace the agreed export, keep unique job IDs and numeric dates/prices, then set the reporting month. Revise saved commentary after changing inputs. A short guide is included.

Definitions: completed sales = prices of jobs marked Completed, grouped by completion date. Average job value = completed sales / completed jobs. These figures do not measure cash collected, accounting revenue, costs or profit.