

# Client Proof Report

Prepared by: Brightline Janitorial Co. (fictional)

Client: Riverside Medical Plaza (fictional)

Month: September 2026

## Summary

| Measure                    | Result   |
|----------------------------|----------|
| Scheduled visits completed | 18 of 18 |
| Checklist completion rate  | 100%     |
| Photo completion rate      | 96%      |

## What this report shows

This sample report shows the kind of monthly proof a cleaning company can share with a client: a visit count, checklist and photo completion, supervisor quality scores, and a log of issues found and fixed. All names, numbers, and dates here are fictional.

## Supervisor quality scores

Scored on a 1 to 5 scale during supervisor site visits in September 2026.

| Area       | Score (out of 5) |
|------------|------------------|
| Lobby      | 4.6              |
| Restrooms  | 4.4              |
| Offices    | 4.8              |
| Break room | 4.7              |

## Visit detail

| Visit type             | Count |
|------------------------|-------|
| Routine evening cleans | 14    |
| Supervisor inspections | 4     |
| Total visits           | 18    |

## Issues opened and closed

3 opened and 3 closed in September 2026.

| Opened  | Issue                                                    | Action taken                    | Closed  |
|---------|----------------------------------------------------------|---------------------------------|---------|
| Sept 8  | Paper towel dispenser empty in the second floor restroom | Restocked during the same visit | Sept 8  |
| Sept 15 | Trash missed in Suite 204                                | Crew returned the next morning  | Sept 16 |
| Sept 22 | Scuff marks on the lobby tile                            | Burnished during the next visit | Sept 24 |

## Keeping records

Some companies keep reports like this with their visit records and share them with clients at billing time or during reviews.