

Your calmer-visit routine.

A quick-start guide for the cleaning business owner.

01 SET UP ONCE

Open `planner.html` in a modern browser. Add your business name, reply-to contact, and change-notice period. Save business defaults on your device.

02 PREPARE EACH APPOINTMENT

Enter the customer, address, date, arrival window, access arrangement, and pets. All times use your device time zone. Click Update my plan.

03 SEND A CLEAR CONFIRMATION

Copy the booking message into your usual text or email app. Share the personalized customer PDF. Review both before sending.

04 KEEP FOLLOW-UP VISIBLE

Download your calendar reminders and import the .ics file into your calendar app. Turn on calendar notifications. Messages are not sent automatically.

05 RECORD THE REPLY

Select Customer confirmed after receiving a reply. If the customer requests a change, pause the visit and agree a new date. Delete old calendar events before importing revised ones.

SAVED DATA & SUPPORT

Business defaults and one appointment draft stay in the current browser when you save. Delete customer data when no longer needed. For help, contact the QuoteKits seller through the channel where you obtained the kit.