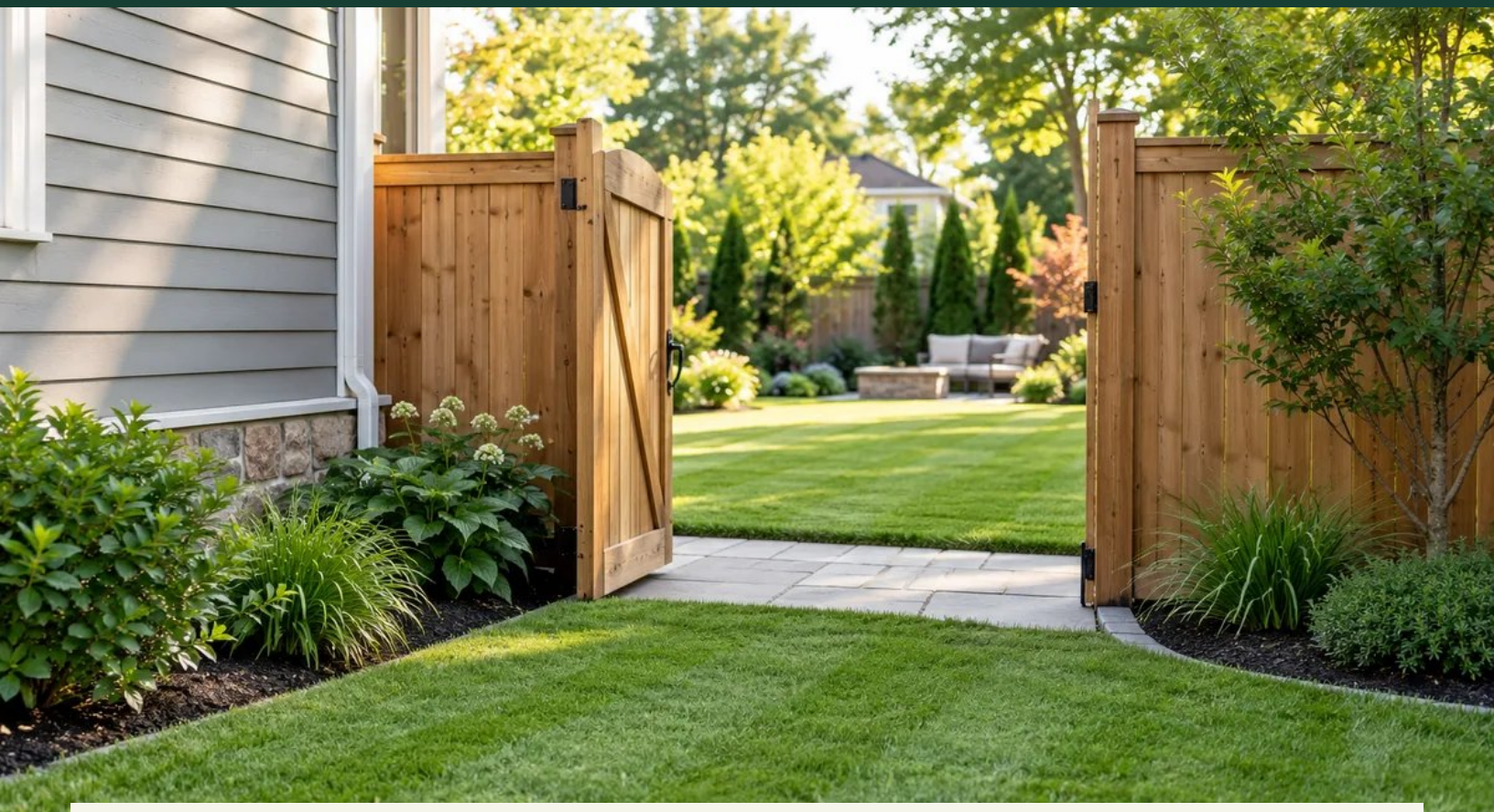
BOOKED WORK PRO / FREE FIELDBOOK

A better recurring service

Property scope, rain changes, access, extras and a customer-ready communication routine.



METHOD + WORKED EXAMPLE + PRINTABLE WORKSHEETS

8 pages / Lawn care business edition / October 2026

Define a visit everyone can recognize.

A practical plan starts with the actual property, service and agreement.

Make the work specific

Name front, rear and any other included lawn areas. Specify mowing, trimming, edging frequency and clearing of named hard surfaces. State extras and exclusions individually instead of relying on “full service.”

Separate assessment from agreement

An inquiry is not an approved recurring scope. An estimate appointment does not book recurring mowing. Review property fit, access, price and available capacity before confirming service.

One current plan.

Keep the reviewed scope version with the property record. Proposed changes remain proposed until the agreed decision process is complete.

One recurring-service example.

Fictional sample details explain the workflow. Replace every assumption with actual information.

Sample Lawn Co. / Sample property

Front and rear lawns; accessible lawn edges; agreed walk and driveway. Weekly target window during an agreed season. Twenty-eight explicitly planned visits. Reviewed example price: $110.85 per completed visit before any applicable tax.

Included, excluded and changed

The ordinary visit includes the named mowing and finishing work. Initial overgrowth, seasonal cleanup, hauling, treatments and added work are outside this sample. A requested extra is reviewed for price and timing, then approved under the actual agreement before work begins.

Access and communication

The customer arranges side-gate access and secures pets. Keep sensitive codes out of shared copies. If conditions or access prevent service, record the reason, notify the contact and confirm the next action without inventing a replacement window.

When rain or access changes the plan.

A changed visit needs a clear owner, record and next update.

Make the site decision first

The responsible operator assesses the property and equipment requirements. Then the business reviews capacity and customer communication. A calendar entry does not establish that conditions are suitable.

Send a useful update

State what changed, what happens next and when the customer will hear more. If timing is not confirmed, give a realistic reassessment point. Keep weather and blocked-access reasons separate in your own records.

My change process

Who decides, who contacts the customer and what is the next update?

What needs review?

Record an unresolved detail and who owns the next action.

Connect completed work to billing.

A plan, invoice and receipt describe different events. Keep them distinct.

Fictional completed visits	**4**
Reviewed per-visit price	**$110.85**
Invoice total, no tax assumed	**$443.40**
Payment actually received	**$200.00**
Remaining balance	**$243.40**

Invoice actual agreed work

Use completed visit references and approved extras. Enter your reviewed tax treatment and actual due date. An invoice requests payment; it is not evidence that money arrived.

Record actual payments once

A receipt documents a received amount, date, method and invoice reference. Do not subtract the same payment as both an earlier payment and the current payment. The tools prepare documents; they do not process money or send invoices.

My recurring service review.

A printable worksheet to use with your own property and operating records.

Areas and included work

Define boundaries, frequency and finishing work.

Extras and exclusions

Name work requiring a separate review and approval.

Access and weather

Contact, access responsibilities, changed-window update and next owner.

Price, billing and next decision

Reviewed price, billing basis, current status and authorized decision-maker.

After the first visits.

Close the loop with a clear decision and a current reference.

What actually happened?

Completed, moved or omitted visits; access and conditions; actual time.

What did the record show?

Scope questions, approved extras, invoiced work and payments received.

What changes next?

State one change, the responsible person and a realistic review date.

Which record needs updating?

Current scope, pricing assumptions, route capacity or season model.

Keep the method. Use your own details.

All companion tools and field guides are FREE to use without an account.

Use the matching tools

Mowing price estimator: bookedworkpro.com/resources/lawn-care/mowing-estimator
Service scope: bookedworkpro.com/free-tools/lawn-service-scope
Route capacity: bookedworkpro.com/free-tools/lawn-route-capacity
Season plan: bookedworkpro.com/free-tools/lawn-season-plan

Follow the complete fictional example

bookedworkpro.com/resources/lawn-care/sample-service
Review visit costs, recurring scope, four completed visits and a partial-payment receipt. The example is not an actual customer project, a recommended rate or an approved agreement.

Read the detailed field guides

bookedworkpro.com/resources/lawn-care
Find original guides on recurring scope, rain and access, route-time review and seasonal cleanup, plus the honest Google reviews guide.

Limits and responsible use

Business planning and communication guidance only. Not a turf diagnosis, treatment instruction, route optimizer, tax calculation or legally reviewed contract. Use actual property conditions, equipment instructions, applicable requirements and appropriate professional advice. Website photography is illustrative.

Original Booked Work Pro edition / October 2026. Browser tools prepare local planning results and documents; your team remains responsible for assessment, approval, scheduling, production and collection.