

Window Cleaning Business Plan

"Sparkling Views, Spotless Service!"

Business Plan

2024



John Doe



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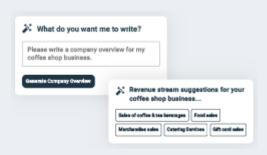
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Executive Summary

Market opportunity
Services Offered
Marketing & Sales Strategies
Financial Highlights



An executive summary is the first section of the business plan intended to provide an overview of the whole business plan.

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Start your executive summary by briefly introducing your business to your readers.

This section may include the name of your window cleaning business its leastion when it was

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Start writing here..

Market opportunity



ClearView Window Services

Summarize your market research, including market size, growth potential, and marketing trends. Highlight the opportunities in the market and how your business will fit in to fill the gap.

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Start writing here..

Services Offered



□ ClearView Window Services

Highlight the window cleaning services you offer your clients. The USPs and differentiators you offer are always a plus.

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Marketing & Sales Strategies



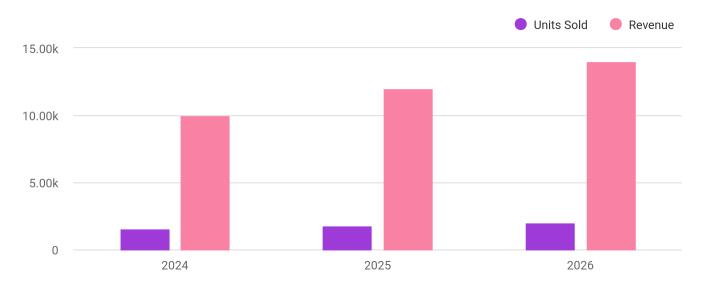
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Financial Highlights



Start writing here..

Units Sold v/s Revenue Chart



Financial Year	Units Sold	Revenue
2024	1,550	\$10,000
2025	1,800	\$12,000

□ ClearView Window Services

Summarize your executive summary section with a clear CTA, for example, inviting angel investors to discuss the potential business investment.

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Write a call to action for your business plan.

Company Overview

Ownership
Mission statement
Business history

Future goals



Depending on what details of your business are essential, you'll need different elements in your business overview.

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Describe your business in this section by providing all the basic information:

Describe what kind of window cleaning company you run and the name of it. You may

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Start writing here..

Ownership



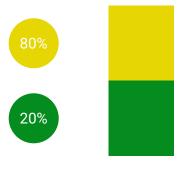
ClearView Window Services

List the names of your window cleaning company's founders or owners. Describe what shares they own and their responsibilities for efficiently managing the business.

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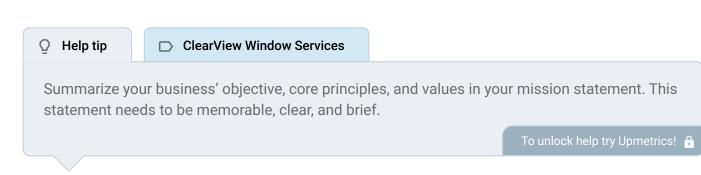
Business Owners



Michael Turner

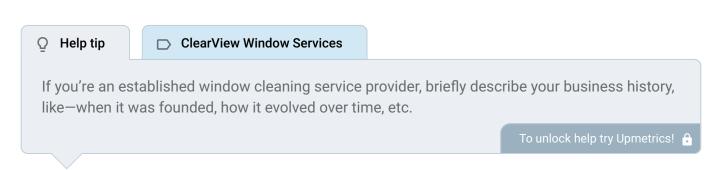
Rachel Green

Mission statement



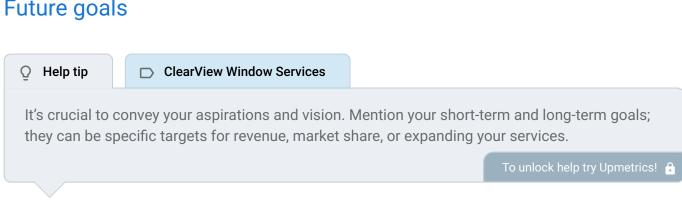
Our mission at [ClearView Window Services] is to deliver exceptional, eco-friendly window cleaning solutions that enhance the beauty and clarity of our clients' spaces. We are committed to providing unmatched customer satisfaction through reliability, innovation, and a dedication to sustainability.

Business history



Start writing here..

Future goals



Market Analysis

Target Market

Market size and growth potential

Competitive analysis

Market trends

Regulatory environment



Market analysis provides a clear understanding of the market in which your printing business will run along with the target market, competitors, and growth opportunities.

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To write the introduction section of your market analysis, start by clearly identifying your primary target market.

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Start writing here..

Target Market



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Start this section by describing your target market. Define your ideal customer and explain what types of services they prefer. Creating a buyer persona will help you easily define your target market to your readers. To unlock help try Upmetrics! 🔒

Start writing here..

Market size and growth potential

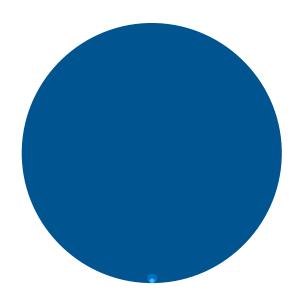


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Describe your market size and growth potential and whether you will target a niche or a much broader market.

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Market Size



Available Market

Total US window cleaning market value.

14B

Served Market

Window cleaning market in Westminster and surrounding areas.

500M

Target Market

Homeowners and businesses needing premium eco-friendly services.

250M



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Identify and analyze your direct and indirect competitors. Identify their strengths and weaknesses, and describe what differentiates your window cleaning services from them. Point out how you have a competitive edge in the market.

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Competitive analysis

Fish Window Cleaning

Fish Window Cleaning is a national franchise with a strong presence in Westminster, specializing in residential and commercial window cleaning. The company is known for its consistent branding and wide service network.

Features

Interior and exterior window cleaning.

Screen and sill cleaning.

Customized cleaning schedules for businesses.

Strengths

Recognized national brand with a trusted reputation.

Extensive service coverage and scalable operations.

Flexible packages for recurring clients.

Weaknesses

Higher pricing compared to local competitors.

Less emphasis on eco-friendly practices.

Crystal Clear Windows

Crystal Clear Windows is a local business focused on affordable residential window cleaning services. The company primarily serves Westminster and nearby neighborhoods.

Features

Residential window cleaning packages.

Water spot removal and basic pressure washing.

One-time or recurring service options.

Strengths

Affordable pricing, appealing to budget-conscious customers.

Personalized, small-business approach with a loyal local clientele.

Weaknesses

Limited commercial service offerings.

Lacks advanced tools for highrise or specialized cleaning.

Less focus on modern marketing strategies, limiting reach.

Squeegee Pros

Squeegee Pros specializes in high-rise and commercial window cleaning, catering primarily to office buildings and large retail spaces.

Features

High-rise window cleaning with certified technicians.

Pressure washing for building exteriors.

Gutter cleaning and maintenance.

Strengths

Expertise in high-rise cleaning with a strong safety record.

Advanced cleaning tools and technology for challenging projects.

Established relationships with large commercial clients.

Weaknesses

Minimal focus on residential services.

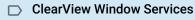
High service rates, making them less competitive for smaller businesses.

Limited eco-friendly cleaning options.

Market trends



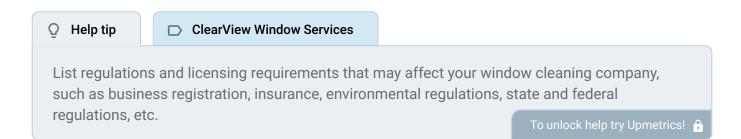
Help tip



Analyze emerging trends in the industry, such as technology disruptions, changes in customer behavior or preferences, etc. Explain how your business will cope with all the trends.

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Regulatory environment





Products and Services

Services

Quality Measures

Additional Services



The product and services section of a window cleaning business plan should describe the specific services and products that will be offered to customers. To write this section should include the following:

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To craft the introduction for your "Products and Services" chapter, begin by positioning your business within its industry, emphasizing its unique strengths or value proposition.

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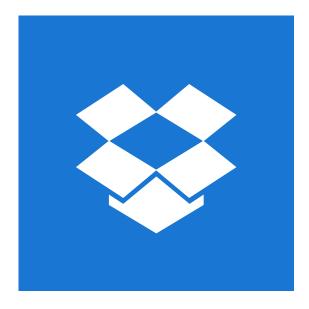
Start writing here..



Mention the window cleaning services your business will offer. This list may include services like,

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Services



Residential Window Cleaning

Price: [\$100] per visit

Professional cleaning for home windows, enhancing curb appeal and natural light.

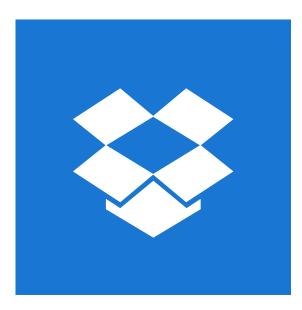
Specifications

- · Includes cleaning of interior and exterior glass.
- · Removal of dirt, smudges, and streaks.
- Optional screen cleaning.

Commercial Window Cleaning

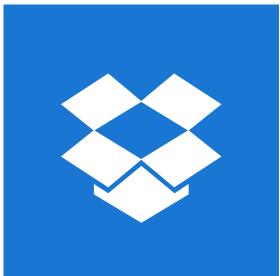
Price: [\$250] per visit

Tailored services for businesses, ensuring a polished and professional look.



Specifications

- Service for offices, retail spaces, and restaurants.
- Flexible scheduling options.
- · Includes interior and exterior cleaning.



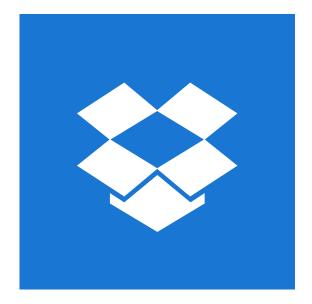
High-Rise Window Cleaning

Price: [\$400] per visit

Expert cleaning for tall buildings with advanced safety measures.

Specifications

- · Certified technicians for high-rise operations.
- Use of water-fed pole systems and harnesses.
- · Safety compliance ensured.



Pressure Washing

Price: [\$150] per session

Effective cleaning for windows, driveways, and patios to remove grime and stains.

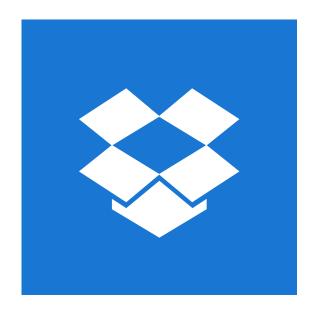
Specifications

- Suitable for concrete, brick, and wooden surfaces.
- Uses high-pressure water jet technology.
- · Eco-friendly detergents available.

Skylight Cleaning

Price: [\$75] per visit

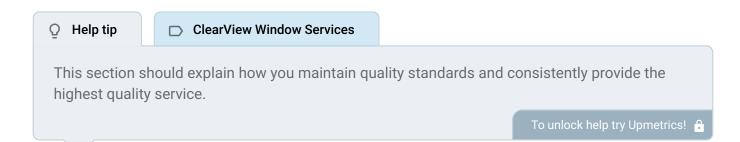
Careful cleaning of skylights to improve light penetration and clarity.



Specifications

- Includes ladder-accessible cleaning tools.
- · Non-abrasive cleaning agents used.
- · Ensures no scratches on surfaces.

Quality Measures



Start writing here..

Additional Services



Sales And Marketing Strategies

Unique Selling Proposition (USP)

Pricing Strategy

Marketing strategies

Sales strategies

Customer retention



Writing the sales and marketing strategies section means a list of strategies you will use to attract and retain your clients.

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To create an effective introduction for your "Sales and Marketing Strategies" chapter, start by setting the stage within your specific industry or market.

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Start writing here..

Unique Selling Proposition (USP)



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Define your business's USPs depending on the market you serve, the equipment you use, and the unique services you provide. Identifying USPs will help you plan your marketing strategies.

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Start writing here..

Pricing Strategy



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Describe your pricing strategy—how you plan to price your window cleaning services and stay competitive in the local market. You can mention any discounts you plan on offering to attract new customers to your cleaning service.

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Discuss your marketing strategies to market your services. You may include some of these marketing strategies in your business plan-social media marketing, Google ads, brochures, email marketing, content marketing, and print marketing.

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Marketing strategies

Online



Digital Advertising

Google Ads and social media campaigns targeting local audiences.



Search Engine Optimization (SEO)

Ensuring our website ranks high for local searches like "window cleaning in [Westminster]."



Content Marketing

Publishing blogs and tips on window maintenance to establish [ClearView] as an industry thought leader.

Offline



Print Marketing

Distribution of brochures and flyers in residential neighborhoods and business hubs.



Community Engagement

Sponsoring local events to build trust and brand recognition.



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Outline the strategies you'll implement to maximize your sales. Your sales strategies may include direct sales calls, partnering with other cleaning or housekeeping businesses, offering referral programs, etc. To unlock help try Upmetrics! 🔒

Sales strategies



Local Outreach

Direct outreach to potential commercial clients, such as property managers and office complexes.



Partnerships

Partnerships with real estate agents and cleaning companies to secure recurring contracts.



Referrals

A robust referral program offering discounts for customers who bring in new clients.



Describe your customer retention strategies and how you plan to execute them. For instance, introducing loyalty programs, discounts on annual membership, personalized service, etc.

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Customer retention



Loyalty Programs

Offering discounts and free add-on services for recurring customers.



Personalized Services

Tailoring cleaning schedules and solutions based on customer preferences.



Regular Follow-Ups

Checking in with clients postservice to gather feedback and ensure satisfaction.



Membership Plans

Introducing annual cleaning packages with special pricing and exclusive benefits.

Operations Plan

Staffing & Training
Operational Process
Equipment & Tools



When writing the operations plan section, it's important to consider the various aspects of your business operations.

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To create an effective introduction for your "Operational Plan" chapter, start by emphasizing the pivotal role of efficient operations in the success of your business, underscoring how they directly impact the quality of services delivered.

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Start writing here..

Staffing & Training

○ Help tip

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Mention your window cleaning business's staffing requirements, including the number of employees or cleaning staff needed. Include their qualifications, the training required, and the duties they will perform.

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Start writing here..

Operational Process

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Outline the processes and procedures you will use to run your window cleaning business. Your operational processes may include sending quotations, scheduling appointments, site visits, training employees, and window cleaning.

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Equipment & Tools



□ Help tip

□ ClearView Window Services

Include the list of equipment and machinery required for window cleaning, such as ladders, scrapers, safety equipment, pressure washers, etc.

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Management Team

Founders/CEO

Key managers

Organizational structure

Compensation plan

Board of advisors



The management team section provides an overview of the individuals responsible for running your business plan.

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□ ClearView Window Services

To craft an introduction for your "Management Team" chapter, begin by emphasizing the crucial role of leadership in the success of any business.

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Start writing here..

Founders/CEO



Mention the founders and CEO of your window cleaning company, and describe their roles and responsibilities in successfully running the business.

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Michael Turner Co-Founder & Chief Executive Officer (CEO) michael.turner@example.com

Responsibilities:

• Oversees strategic direction, decision-making, and business growth. Ensures all departments align with the company's vision and goals.

Educational Background:

• Bachelor's Degree in Business Administration from the University of California, Berkeley.

Professional Background:

- Michael Turner brings over 10 years of experience in the cleaning and facilities management industry.
- Before founding ClearView Window Services, he worked as an Operations Manager at a prominent commercial cleaning company, where he successfully increased operational efficiency by 20%.







Rachel Green

Co-Founder & Chief Operating Officer (COO) - rachel.green@example.com

Responsibilities:

 Manages daily operations, monitors departmental performance, and ensures that ClearView meets operational and financial objectives.

Educational Background:

 Master's Degree in Business Administration (MBA) with a focus on Marketing from Stanford University.

Professional Background:

- Rachel Green has 8 years of experience in marketing and operational management.
- She previously worked as a Marketing Director at a leading regional cleaning services firm, where she implemented digital marketing strategies that increased client acquisition by 35%.

Key managers



Introduce your management and key members of your team, and explain their roles and responsibilities.

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Start writing here..



Sarah Johnson

Operations Manager - sarah.johnson@example.com

Responsibilities:

• Coordinates schedules, manages field operations, and ensures adherence to quality and safety standards.

Educational Background:

· Bachelor's Degree in Management from California State University, Fullerton.

Professional Background:

- · Sarah Johnson has 6 years of experience in operations management, particularly in the service industry.
- Before joining ClearView, she worked as an Operations Coordinator for a commercial cleaning firm, where she managed teams and streamlined service delivery processes.











David Chen

Marketing Manager - david.chen@example.com

Responsibilities:

 Develops and executes marketing strategies, oversees digital campaigns, and drives customer acquisition.

Educational Background:

• Bachelor's Degree in Digital Marketing from the University of Southern California.

Professional Background:

- David Chen has 7 years of experience in digital marketing and brand management.
- He previously led marketing campaigns at a startup, achieving a 40% increase in brand awareness within a year.









Finance Manager - emily.parker@example.com

Responsibilities:

 Manages budgets, tracks financial performance, and ensures compliance with accounting standards.

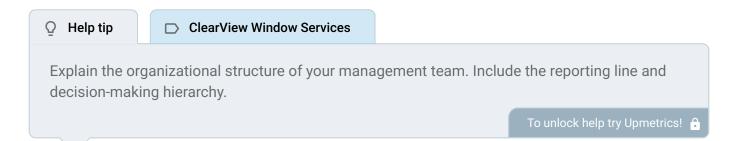
Educational Background:

 Master's Degree in Accounting from UCLA Anderson School of Management.

Professional Background:

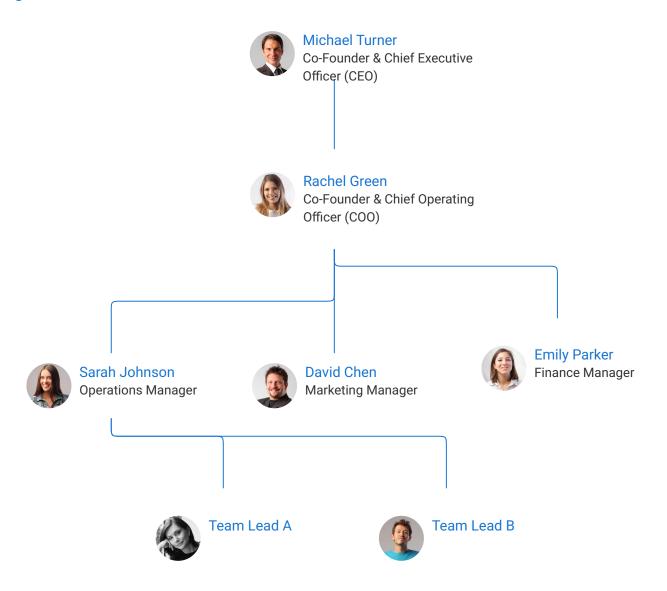
- Emily Parker has 9 years of experience in accounting and financial management.
- Before joining ClearView, she worked as a Senior Financial Analyst at a mid-sized services company, where she optimized budget allocation and reduced operational costs by 15%.

Organizational structure



Start writing here..

Organization chart



Compensation plan



ClearView Window Services

Describe your compensation plan for the management and staff. Include their salaries, incentives, and other benefits.

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Start writing here..



Mentioning advisors or consultants in your business plans adds credibility to your business

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Board of advisors



John Walker **Business Advisor**

A seasoned business consultant with over [15] years of experience, [John] advises [ClearView] on growth strategies, market positioning, and operational improvements.



Linda Carter Safety Consultant

With a background in [OSHA compliance and workplace safety], [Linda] ensures that [ClearView] adheres to all safety regulations, particularly for high-rise operations.

Financial Plan

Profit & loss statement

Cash flow statement

Balance sheet

Break-even Point

Financing needs



When writing the financial plan section of a business plan, it's important to provide a comprehensive overview of your financial projections for the first few years of your business, You may provide the following:

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To create an effective introduction for your "Financial Plan" chapter, begin by stressing the critical role of a well-structured financial plan in the success of your venture.

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Start writing here..



Describe details such as projected revenue, operational costs, and service costs in your projected profit and loss statement. Make sure to include your business's expected net profit or loss.

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Profit & loss statement

	2024	2025	2026
Revenue	\$377,066	\$455,619.50	\$559,318.50
Residential Window Cleaning	\$60,351	\$76,549.50	\$97,081.50

	2024	2025	2026
Unit Sales	402	510	647
Unit Price	\$150	\$150	\$150
Commercial Window Cleaning	\$144,240	\$147,120	\$150,012
Unit Sales	120	123	125
Unit Price	\$1,200	\$1,200	\$1,200
Specialized Cleaning (Skyscrapers)	\$172,475	\$231,950	\$312,225
Unit Sales	69	93	125
Unit Price	\$2,500	\$2,500	\$2,500
Cost Of Sales	\$101,482	\$103,089.70	\$104,901.70
General Costs	\$101,482	\$103,089.70	\$104,901.70
Cleaning Supplies	\$12,682	\$14,289.70	\$16,101.70
Cleaning Supplies	\$12,682	\$14,289.70	\$16,101.70
Equipment Maintenance	\$4,800	\$4,800	\$4,800
Equipment Maintenance	\$4,800	\$4,800	\$4,800

	2024	2025	2026
Labor Costs	\$84,000	\$84,000	\$84,000
Labor Costs	\$84,000	\$84,000	\$84,000
Revenue Specific Costs	\$0	\$0	\$0
Personnel Costs (Direct Labor)	\$0	\$0	\$0
Gross Margin	\$275,584	\$352,529.80	\$454,416.80
Gross Margin (%)	73.09%	77.37%	81.24%
Operating Expense	\$279,080.42	\$298,070.08	\$330,827.53
Payroll Expense (Indirect Labor)	\$228,180	\$252,369	\$279,878.28
Cleaning Staff	\$123,600	\$133,488	\$144,166.80
Window Cleaners	\$123,600	\$133,488	\$144,166.80
Administrative Staff	\$44,100	\$46,305	\$48,620.28
Office Administrator	\$44,100	\$46,305	\$48,620.28
Operations Manager	\$60,480	\$72,576	\$87,091.20

	2024	2025	2026
Operations ManagerQ	\$60,480	\$72,576	\$87,091.20
General Expense	\$40,900.42	\$45,701.08	\$50,949.25
Marketing & Advertising	\$15,116.71	\$17,955.75	\$21,610.32
Digital Marketing	\$11,312.01	\$13,668.62	\$16,779.59
Print Advertising	\$3,804.70	\$4,287.13	\$4,830.73
Rent & Utilities	\$17,630.69	\$18,692.79	\$19,145.81
Office Rent	\$14,460	\$15,120	\$15,120
Utilities	\$3,170.69	\$3,572.79	\$4,025.81
Insurance & Professional Services	\$8,153.02	\$9,052.54	\$10,193.12
Business Insurance	\$4,800	\$4,800	\$4,800
Accounting Services	\$3,353.02	\$4,252.54	\$5,393.12
Bad Debt	\$0	\$0	\$0
Amortization of Current Assets	\$10,000	\$0	\$0
EBITDA	(\$3,496.42)	\$54,459.72	\$123,589.27

	2024	2025	2026
Additional Expense	\$5,300.97	\$4,839.11	\$4,353.59
Long Term Depreciation	\$3,006	\$3,006	\$3,006
Gain or loss from Sale of Assets	\$0	\$0	\$0
EBIT	(\$6,502.42)	\$51,453.72	\$120,583.27
Interest Expense	\$2,294.98	\$1,833.10	\$1,347.59
EBT	(\$8,797.39)	\$49,620.61	\$119,235.68
Income Tax Expense / Benefit	\$0	\$0	\$0
Total Expense	\$385,863.39	\$405,998.89	\$440,082.82
Net Income	(\$8,797.39)	\$49,620.61	\$119,235.68
Net Income (%)	(2.33%)	10.89%	21.32%
Retained Earning Opening	\$0	(\$22,917.65)	\$21,740.90
Owner's Distribution	\$14,120.26	\$4,962.06	\$11,923.57
Retained Earning Closing	(\$22,917.65)	\$21,740.90	\$129,053.01

□ Help tip

The cash flow for the first few years of your operation should be estimated and described in this section. This may include billing invoices, payment receipts, loan payments, and any other cash flow statements.

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Cash flow statement

	2024	2025	2026
Cash Received	\$377,066	\$455,619.50	\$559,318.50
Cash Paid	\$372,857.39	\$402,992.89	\$437,076.82
COS & General Expenses	\$142,382.42	\$148,790.78	\$155,850.95
Salary & Wages	\$228,180	\$252,369	\$279,878.28
Interest	\$2,294.98	\$1,833.10	\$1,347.59
Sales Tax	\$0	\$0	\$0
Income Tax	\$0	\$0	\$0
Net Cash From Operations	\$4,208.61	\$52,626.61	\$122,241.68
Assets Sell	\$0	\$0	\$0

	2024	2025	2026
Assets Purchase	\$25,000	\$0	\$0
Net Cash From Investments	(\$25,000)	\$0	\$0
Amount Received	\$75,000	\$0	\$0
Loan Received	\$50,000	\$0	\$0
Common Stock			
Preferred Stock	\$0	\$0	\$0
Owner's Contribution	\$25,000	\$0	\$0
Amount Paid	\$23,148.01	\$14,451.67	\$21,898.70
Loan Capital	\$9,027.74	\$9,489.62	\$9,975.13
Dividends & Distributions	\$14,120.26	\$4,962.06	\$11,923.57
Net Cash From Financing	\$51,851.99	(\$14,451.67)	(\$21,898.70)
Summary			
Starting Cash	\$0	\$31,060.60	\$69,235.54

	2024	2025	2026
Cash In	\$452,066	\$455,619.50	\$559,318.50
Cash Out	\$421,005.40	\$417,444.56	\$458,975.52
Change in Cash	\$31,060.60	\$38,174.94	\$100,342.98
Ending Cash	\$31,060.60	\$69,235.54	\$169,578.52



Create a projected balance sheet documenting your window cleaning business's assets, liabilities, and equity.

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Balance sheet

	2024	2025	2026
Assets	\$43,054.60	\$78,223.54	\$175,560.52
Current Assets	\$31,060.60	\$69,235.54	\$169,578.52
Cash	\$31,060.60	\$69,235.54	\$169,578.52
Accounts Receivable	\$0	\$0	\$0
Inventory	\$0	\$0	\$0

	2024	2025	2026
Other Current Assets	\$0	\$0	\$0
Long Term Assets	\$11,994	\$8,988	\$5,982
Gross Long Term Assets	\$15,000	\$15,000	\$15,000
Accumulated Depreciation	(\$3,006)	(\$6,012)	(\$9,018)
Liabilities & Equity	\$43,054.61	\$78,223.54	\$175,560.52
Liabilities	\$40,972.26	\$31,482.64	\$21,507.51
Current Liabilities	\$9,489.61	\$9,975.13	\$10,485.48
Accounts Payable	\$0	\$0	\$0
Income Tax Payable	\$0	\$0	\$0
Sales Tax Payable	\$0	\$0	\$0
Short Term Debt	\$9,489.61	\$9,975.13	\$10,485.48
Long Term Liabilities	\$31,482.65	\$21,507.51	\$11,022.03
Long Term Debt	\$31,482.65	\$21,507.51	\$11,022.03
Equity	\$2,082.35	\$46,740.90	\$154,053.01
Paid-in Capital	\$0	\$0	\$0
Common Stock	\$0	\$0	\$0

	2024	2025	2026
Preferred Stock	\$0	\$0	\$0
Owner's Contribution	\$25,000	\$25,000	\$25,000
Retained Earnings	(\$22,917.65)	\$21,740.90	\$129,053.01
Check	\$0	\$0	\$0



○ Help tip

Determine and mention your business's break-even point—the point at which your business costs and revenue will be equal. This exercise will help you understand how much revenue you need to generate to sustain or be profitable.

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Break-even Point

	2024	2025	2026
Starting Revenue	\$0	\$377,066	\$832,685.50
Net Revenue	\$377,066	\$455,619.50	\$559,318.50
Closing Revenue	\$377,066	\$832,685.50	\$1,392,004

	2024	2025	2026
Starting Expense	\$0	\$385,863.39	\$791,862.28
Net Expense	\$385,863.39	\$405,998.89	\$440,082.82
Closing Expense	\$385,863.39	\$791,862.28	\$1,231,945.10
Is Break Even?	No	Yes	Yes
Break Even Month	0	May '25	0
Days Required	0	12 Days	0
Break Even Revenue	\$385,863.39	\$534,112.90	\$0
Residential Window Cleaning	\$0	\$86,346.90	\$0
Commercial Window Cleaning	\$0	\$198,096	\$0
Specialized Cleaning (Skyscrapers)	\$0	\$249,670	\$0
Break Even Units			
Residential Window Cleaning	0	576	0
Commercial Window Cleaning	0	165	0

	2024	2025	2026
Specialized Cleaning (Skyscrapers)	0	100	0

Financing needs



ClearView Window Services

Calculate costs associated with starting a window cleaning business, and estimate your financing needs and how much capital you need to raise to operate your business. Be specific about your short-term and long-term financing requirements, such as investment capital or loans.

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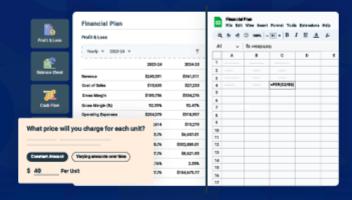
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9.

Appendix

Embed Link



When writing the appendix section, you should include any additional information that supports the main content of your plan. This may include financial statements, market research data, legal do

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Mariia Yevlash

★ ★ ★ ★

Student, Sumy State University – Ukraine

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