[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Landscaper seasonal maintenance plan

A year-round care plan for the garden - what to do, when, and who does it.

Customer	[Name]
Site address	[Address]
Plan year	[Year]

Maintenance calendar

Season	Tasks	Frequency	By whom
Spring	[e.g. lawn scarify and feed, prune roses, mulch beds]	[One-off / monthly]	[Us / customer]
Summer	[e.g. weekly mowing, deadhead, water new planting]	[Weekly]	[Us / customer]
Autumn	[e.g. leaf clearance, cut back perennials, plant bulbs]	[Monthly]	[Us / customer]
Winter	[e.g. protect tender plants, service mower, prune fruit trees]	[One-off]	[Us / customer]

Notes

[Anything specific to this garden, e.g. irrigation timer settings, gate code]

Sign-off

Prepared by	Signature	Date