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Cleaning Service

Phone: (123) 456-7890
email@yourbiz.com
Address main st.
City, state, zip

Cleaning Proposal

FOR: _____
DATE: _____ PHONE: _____
LOCATION: _____

CLEANING SERVICES REQUIRED				
Area / Description		OTHER		
		WEEKLY	MONTHLY	QUARTERLY
RESTROOMS		DAILY		
Tables - tops - polish	Clean - Sanitize - Polish			
Trash Containers	Empty - Wipe - Sanitize			
Stainless Steel Sinks	W - Clean - Sanitize			
Glass - Mirrors - Chrome	Clean - Polish			
Floors	Sweep - Mop - Sanitize			
Partitions - Glass	Wipe - Mop - Spot Clean			
Walls w/ Tiles - Grout	Sweep - Mop			
FLOORS				
Wooden	Sweep			
Hardwood	Mop			
Carpet	Vac			
Carpet	Buff			
Rugs - Carpets	Vacuum - Shampoo			
Concrete - Terrazzo	Seal - Wipe			
Tile - Other	Sweep - Mop			
EXTERIOR				
Entrance	Sweep			
Staircase	Wash - Wipe			
Roofs - Decks	Sweep			
Walking Paths	Sweep			
DOORS & WINDOWS				
Entrance Glass Doors	Clean			
Interior Glass	Clean			
Windows - Inside/Outside	Wash			
Door - Frames - Hinge	Spot Clean			
Exterior/Inside	Wash			
Ceiling Corners	Spot Clean			
MISCELLANEOUS				
Rest Cans	Empty			
Ice Vending	Empty - Wipe - Mop			
Handing Machines	Wash - Wipe			
Light	Replace - Wipe - Clean			
Chair - Chair - Polster	Buff - Wipe - Mop			
Table - Top - Brush	Clean - Wipe - Mop			
Appliance - Dish	Vacuum - Shampoo			
Arch	Vacuum - Push Up - Wipe			
View Windows - Deck	Clean			
Exterior Furniture	Clean - Polish - Sanitize			
View Windows - Outside	Clean - Wipe			
Light Fixtures - Handles	Clean - Polish			
Locker's Storage Room	Vacuum - Shampoo			
Desk - Table - Wipe	Spot - Clean			

Special Instructions:

TERMS AND ESTIMATE

Should material or labor costs increase, an extra charge above the estimate may result. Any alteration or deviation from the specifications included in this proposal involving additional costs will be executed only upon written orders. All material is guaranteed to be as specified. All work is to be completed in a quality manner according to standard practices. All agreements are contingent upon illness, accidents, or delays beyond our control.

1. Cleaning supplies will be purchased by _____.
2. Either party may terminate this Contract with 30 days written notice if the other becomes uncooperative.
3. Total cost for cleaning will be \$ _____ per month.
4. Service date begins _____.
5. This offer expires on _____.

Quoted by: _____

Acceptance of Proposal: By signing, you agree to the terms of this proposal. ☒ _____

Office Cleaning Proposal Template

J Elliott



Office Cleaning Proposal Template:

Decoding **Office Cleaning Proposal Template**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Office Cleaning Proposal Template**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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