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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		DAILY		WEEKLY	
RESTROOMS					
Toilet - male / female	Clean - toilet / paper				
Flush Containers	Empty - once / multiple				
Door - Inside / Outside	W - Clean - Inside				
Glass - Mirror - Chrome	Clean - Polish				
Floor	Sweep / Mop - Spotless				
Partitions - Glass	Wipe / Mop - Spot Clean				
Walls w/ Tiles - Grout	Sweep / Mop				
FLOORS					
Wooden	Sweep				
Redwood	Mop				
Redwood	Mop				
Redwood	Buff				
Rug - Carpet	Vacuum - Shampoo				
Carpet - Berber	Wash - Mop				
Tile - Other	Sweep - Mop				
EXTERIOR					
Entrance	Sweep				
Entrance	Pressure				
Roof - Gutter	Sweep				
Driveway	Sweep				

Area / Description		DAILY		WEEKLY	
DOORS & WALLS					
Entrance - Glass Door	Clean				
Interior Glass	Clean				
Window - Inside/Outside	Wash				
Door - Frame - Wall	Spot Clean				
Entrance/Exit	Wash				
Ceiling Corners	Spot Clean				
MISCELLANEOUS					
Rest Room	Empty				
Rest Room	Empty - Wipe / Mop				
Handing machines	Wash / Mop				
Light	Wash - Wipe / Clean				
Chair - Chair - Pottery	Wash - Wipe / Clean				
Table - Table - Chair	Wash - Wipe / Clean				
Armchair - Chair	Vacuum - Shampoo				
Table	Vacuum - Push up / Push				
Chair - Window - Desk	Clean				
Chair - Pottery	Clean - Pottery - Wash				
Chair - Pottery - Wash	Clean - Pottery				
Light - Pottery - Wash	Clean - Pottery				
Chair - Pottery - Wash	Clean - Pottery				
Chair - Pottery - Wash	Clean - Pottery				

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

Marcel A. Müller



Office Cleaning Proposal Template:

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