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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 REQUESTED

Area / Description	OTHER INSTRUCTIONS (check if applicable)
<b>RECORDS</b>	
Books - Books, Journals	Deep - Surface Clean
Bookshelves	Empty - Deep Clean
Book - Special Items	Hi - Deep - Surface
Other - Library - Circulation	Deep - Dust
Books	Empty - Deep - Surface
Archives - Boxes	Empty - Deep - Deep Clean
Books by Date - Boxes	Empty - Dust
<b>ROOMS</b>	
Administrative	Empty
Administrative	Empty
Breakroom	Empty
Breakroom	Empty
Storage	Empty
Storage	Empty
Storage - Clutter	Empty - Deep Clean
Common - Reception	Empty - Deep
Other - Other	Empty - Deep
<b>EXTERIOR</b>	
Exterior	Empty
Exterior	Empty
Exterior - Other	Empty
Exterior - Other	Empty

Area / Description	OTHER INSTRUCTIONS (check if applicable)
<b>DOORS &amp; WALLS</b>	
Interior - Glass - Door	Deep
Interior Glass	Deep
Interior - Windows - Wall	Deep
Exterior - Windows - Wall	Deep - Clean
Exterior - Windows	Deep
Celing - Corners	Deep - Clean
<b>AMBIENT</b>	
Book Cases	Empty
Book Cases	Empty - Deep - Deep
Handing Machines	Empty - Deep
Light	Recessed - Deep - Deep
Other - Other - Pictures	Deep - Deep - Deep
Books - Paper - Books	Deep - Deep
Library - Books	Recessed - Deep
Books	Recessed - Deep - Deep
Other - Windows - Clean	Deep
Window - Windows	Deep - Deep - Deep
Book - Pictures - Pictures	Deep - Deep
Light - Kitchen - Pictures	Deep - Deep
Books - Storage - Boxes	Deep - Deep
Books - Other - Pictures	Deep - Deep

### Special Instructions:

TERMS AND ESTIMATE	
Should required 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 order. All methods is guaranteed to be specified. All work is to be completed in a quality manner according to standard practices. All agreements are contingent upon dates, accidents, or delays beyond our control.	1. Cleaning supplies will be purchased for _____ 2. Other party may terminate the contract with 30 days written notice if the other becomes unscrupulous. 3. Total costs for cleaning will be \$ _____ per month. 4. Service date begins _____ 5. The other agrees on _____ 6. Checked by _____
Acceptance of Proposal - By signing you agree to the terms of the proposal. X _____	

# Office Cleaning Proposal

**Clemens Wendtner**

## **Office Cleaning Proposal:**

**The Gower Handbook of Management** Dennis Lock, 1998 The Gower Handbook of Management is widely regarded as a manager's bible an authoritative gimmick free and practical guide to best practice in management By covering the broadest possible range of subjects it replicates in book form a forum in which managers can meet experts from a range of professional disciplines This edition features 36 completely new chapters 65 expert contributors many of them practising managers and many of them new to this edition All of the contributors are recognized authorities in their field

### **Instant**

**Office Cleaning Kit** Sam Rodman, 2011-09-21 HOW TO MAKE AN EXTRA 54 000 PART TIME your first year in your own OFFICE CLEANING BUSINESS Clean up the profits with the Instant Office Cleaning Kit The Number One Start Up guide for anyone wanting to start their own office cleaning business The Kit includes introduction letter service agreement estimating chart hire employees or sub contract labor time estimate guide and much more PLUS the proven Kit includes 4 Great Bonus Reports that explain the most profitable add on services that all offices pay for Many people have gotten amazing results in getting started from scratch and getting customers with the Instant Office Cleaning Kit You can too This is the best way to get a full time income from part time hours You will learn How to get started fast and easy How to organize each job to finish faster and create more profit How much to charge with a simple formula that is right on the money A risk free proven method of getting customers in your area A full 136 pages of easy to understand instructions Look at some of the many TESTIMONIALS below Since purchasing the Office Cleaning Kit we have had tremendous results in getting customers We followed your steps and within a six month period we were earning 6000 a month We felt it necessary to express our gratitude to you for sharing your insight and expertise on office cleaning as well as the many other tips you have made available to us in your kit Victor Teyna Bonner Squeaky Clean Professional Services Tennessee I just wanted to update you on my progress and let you know I now have monthly earnings in excess of 10 000 dollars This is only my 3rd year in the office cleaning business Christina LemayProfessional Touch Cleaning Florida I purchased the Instant Office Cleaning Kit in 2004 My proposals have grown and changed over the years but I still incorporate your material in them Ten years later my company has grown to a complete office staff and well over 2 million in annual revenue Thanks again Kevin Wyrick Prestige Janitorial Texas Sam I wanted to take this opportunity to personally thank you Your book is absolutely awesome I was very skeptical at first so much that it took almost two years to order your E book You may remember me because I sent you an email asking you if this was for real You replied right away assuring me that the information in your book was very good Well to make a long story short I ordered it 4 months ago and loved it I recommend it to anyone starting out I love this book and still go back to it from time to time I owe my business to all the information I've obtained from it I already have 4 customers and others in the works Please add this in your testimonials I'm sure your book will help many as it has helped me P S thanks to you and your staff for answering my questions and quick response to my emails Esther Dilbert Michigan Protocol

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... Albany (N.Y.),1896 **Decisions and Orders of the National Labor Relations Board** United States. National Labor

Relations Board,1979 **Journal of the Common Council of the City of Detroit** ,1876 *Business Contracts* Speedy

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Frederick Wingate,1891 **Engineering Record, Building Record and Sanitary Engineer** Henry Coddington

Meyer,Charles Frederick Wingate,1897 **New York State Contract Reporter** ,2000-10-30 **The City Record** ,1891

**The City Record** New York (N.Y.),1885 **Report of the Superintendent** ,1898 **Writing for Impact Student's**

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