

Printout Example

This is a one-page digital download that includes:

- o A Microsoft Word Proposal
- o A Google Docs Proposal
- o A Printable PDF Proposal
- o Easy-to-follow instructions



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		WEEKLY	ONE-TIME
		DAILY	
RESTROOMS			
Toilet - male / female	Clean - Sanitize / Polish		
Trash Containers	Empty - Sanitize		
Door - Inside / Outside	W - Clean - Sanitize		
Glass - Mirror - Chrome	Clean - Polish		
Floor	Sweep / Mop - Sanitize		
Wallpaper - Tiles	Wipe / Mop - Spot Clean		
Walls by Brick - Glass	Sweep / Mop		
FLOORS			
Wooden	Sweep		
Hardwood	Mop		
Marble	Mop		
Carpet	Vac		
Rug - Carpet	Vacuum - Shampoo		
Ceramic - Tiles	Wipe - Mop		
Tile - Other	Sweep - Mop		
EXTERIOR			
Windows	Sweep		
Exterior	Pressure Wash		
Roof - Siding	Sweep		
Driveway	Sweep		
DOORS & WALLS			
Interior - Glass Door	Clean		
Interior Glass	Clean		
Exterior - Windowsills	Wash		
Door - Frames - Walls	Spot Clean		
Exterior Walls	Wash		
Ceiling Corners	Spot Clean		
MISCELLANEOUS			
Rest Cans	Empty		
Hot Tubs	Empty - Wipe / Mop		
Handing machines	Wash / Mop		
Light	Wash - Wipe / Clean		
Chair - Chair - Pillows	Spot - Wipe / Mop		
Table - Table - Chair	Clean - Wipe / Mop		
Appliance - Dish	Vacuum - Shampoo		
Arch	Vacuum - Push up / Run		
Door Windows - Deck	Clean		
Exterior Furniture	Clean - Polish / Sanitize		
Hot Tub - Hot Tub	Clean - Wipe / Mop		
Light fixtures - Handles	Clean - Polish		
Appliance - Dish	Vacuum - Shampoo		
Door - Table - Room	Spot - Sanitize		

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

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

Office Cleaning Proposal Template

G Thomas



Office Cleaning Proposal Template:

Office Cleaning Proposal Template Book Review: Unveiling the Power of Words

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