|  |  |  |
| --- | --- | --- |
|  | **<Company Name>** <Address> <Address> <Address> <Contact Number | Contact Number> <Default Email Address> <Website Address> | **Cleaning Estimate Template** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLIENT INFORMATION** | |  | **ESTIMATE NUMBER** | |
| <Client Name> | |  | **2191263** | |
| <Address> | |  |
| <Address> | |  |  | |
| <Address> | |  | **DATE ISSUE** | |
| <Contact Person> | <Contact Number> |  | mm/dd/yyyy | |
| <Email Address> | |  |  | |
|  | |  |  |  |
| **SCOPE OF WORK** | |  | **START DATE** | |
| <This space is use to define the scope of work for this estimate.? | |  | mm/dd/yyyy | |
|  | **END DATE** | |
|  | mm/dd/yyyy | |
|  | **DURATION** | |
|  | mm/dd/yyyy | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | | **Quantity** | **Unit** | **Unit Cost (US$)** | | **Amount (US$)** |
| 1) | Carpet Vacuum Cleaning | 2 | Lots | 60.00 | | **120.00** |
| 2) | Balcony Cleaning | 1 | Lot | 40.00 | | **40.00** |
| 3) | Floor Cleaning | 3 | Lots | 50.00 | | **150.00** |
| 4) | Garage Cleaning | 1 | Lot | 60.00 | | **60.00** |
| 5) |  |  |  |  | |  |
| 6) |  |  |  |  | |  |
| 7) |  |  |  |  | |  |
| 8) |  |  |  |  | |  |
| 9) |  |  |  |  | |  |
| 10) |  |  |  |  | |  |
| **TOTAL AMOUNT** | | | | | | **370.00** |
| **SALES TAX** | | | | | **12%** | 44.40 |
| **DISCOUNT** | | | | | **5%** | 18.00 |
| **TOTAL AMOUNT DUE** | | | | | | **307.10** |
| **NOTE:** *This estimate is valid only <nn> days from date of issue.* | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREPARE BY |  | SIGNATURE |  | DATE |
|  |  |  |  |  |
| COMFORME |  | SIGNATURE |  | DATE |