|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CLEANING QUOTE TEMPLATE** | CUSTOMER |  | QUOTE NO. |
| **Mr. & Mrs. Jocob Williams** |  | **346275** |
| LOCATION |  | CONTACT NO. |
| **Long Beach, California** |  | **202-574-0111** |
| CONTACT PERSON |  | DATE |
| **John Smith** |  | **mm/dd/yyyy** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Area / Item** | **Work Description** | Daily | Weekly | Monthly | Other | Area / Items | Description | Daily | Weekly | Monthly | Other |
| **Restrooms** | | | | | | **Entrance Glass Doors** | | | | | |
| Toilet | Sinks | Urinals | Clean | Sanitize | Polish |  |  |  |  | Interior Glass | Clean |  |  |  |  |
| Trash Containers | Empty | Clean | Sanitize |  |  |  |  | Ledges | Window Sills | Dust |  |  |  |  |
| Dispensers Soap, Towel, Tissue | Fill | Clean | Sanitize |  |  |  |  | Doors | Frames | Walls | Spot Clean |  |  |  |  |
| Glass | Mirrors | Chrome Hardware | Clean | Polish |  |  |  |  | Baseboards | Dust |  |  |  |  |
| Floors | Sweep | Damp Mop |  |  |  |  | **Miscellaneous** | | | | | |
| Walls by Sinks | Urinals | Damp Wipe |  |  |  |  | Waste Cans | Empty |  |  |  |  |
| Floor Drains | Seal | Clean |  |  |  |  | Ash Trays | Urns | Empty | Damp Wipe |  |  |  |  |
| **Floors** | | | | | | Vending Machines | Damp Wipe |  |  |  |  |
| Resilient | Sweep |  |  |  |  | Lights | Replace | Dust |  |  |  |  |
| Resilient | Damp Mop |  |  |  |  | Chairs | Clocks | Pictures | Dust | Damp Wipe |  |  |  |  |
| Resilient | Wax |  |  |  |  | Vents | Louvers | Fans | Drapes | Clean | Vacuum |  |  |  |  |
| Cement | Terrazzo | Tile | Other | Sweep | Damp Mop |  |  |  |  | Upholstered Furniture | Drapes | Vacuum | Shampoo |  |  |  |  |
| Rugs | Carpets | Vacuum | Shampoo |  |  |  |  | Glass Windows | Doors | Clean |  |  |  |  |
| **Exterior** | | | | | | Mats | Vacuum | Pick Up | Turn |  |  |  |  |
| Entrance | Sweep |  |  |  |  | Kickplates | Thresholds | Clean | Polish |  |  |  |  |
| Paper | Debris | Pick-Up |  |  |  |  | Light Switches | Haggles | Clean | Polish |  |  |  |  |
| Sidewalks | Sweep |  |  |  |  | Janitor's Storage Areas | Clean | Organize | Restock |  |  |  |  |
| Parking Lot | Sweep |  |  |  |  | **Others:** | | | | | |
| **Terms and Conditions** |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cleaning materials will be supplied by the Service Provider. 2. Date service begin 5 days upon acceptance of this proposal. 3. Total cost exclude applicable taxes. 4. This Agreement may be terminated by a 30 days written notice by either party. 5. This proposal expires 15 days from date of proposal. | | | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total Cost** | **3,800.00 / Month** | | | |
|  | | | | | |
|  | |  | mm/dd/yyyy | | |
| AUTORIZE SIGNATURE |  |  | DATE |  |  |