

## OFFICE CLEANING SERVICES BID PROPOSAL

Proposal #:	Date :
[Name of the entity]	Prospective Client Name:
[Address of office]	[Address of office]
[City, state, ZIP]	[City, state, ZIP]
Phone	Phone
Fax / Email	Fax / Email
Prepared By :	Prepared By :

Dear Mr / Ms. \_\_\_\_\_

We hereby submit estimates for the following Cleaning Services of your office located at the aforementioned address. The size of the office is \_\_\_\_\_ Sq Ft.

The Services we will provide are as follows:

No	Service Description	Amount Payable (Daily/Weekly/Montlyhly)
1		
2		
3		
4		
5		
TOTAL		

**TERMS AND CONDITIONS:**

1. cleaning supplies to perform this service will be supplied by: \_\_\_\_\_
2. The terms of this Agreement will take place! \_\_\_\_\_ Time(s) Per \_\_\_\_\_
3. Total costs of service will be \$\_\_\_\_\_ and payable on \_\_\_\_/\_\_\_\_/\_\_\_\_
4. Date of service will be \_\_\_\_\_
5. This Agreement will expire on \_\_\_\_\_
6. In the event this proposal proves unsatisfactory by either party.  
It may be terminated by a \_\_\_\_\_ day written notice by either party,

Quoted By : \_\_\_\_\_ [Signature & Name ]

Acceptance of Proposal - The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as described above to do the work in a timely and professional manner. Payment will be made on the date described above.

\_\_\_\_\_  
Signature of Acceptance

\_\_\_\_\_  
Date