



**Business Name**

Contact: Your Name Here  
 Office: 000-000-0000  
 Email: Your Email Address Here

**Office Cleaning Proposal**  
**0000921**

Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_

Date:	File Number:
Phone Number:	Renewal Date:

AREAS	DESCRIPTION	FREQUENCY					AREAS	DESCRIPTION	FREQUENCY				
<b>RESTROOMS</b>	<b># of Restrooms:</b>	<b>D</b>	<b>W</b>	<b>B</b>	<b>M</b>	<b>O</b>	<b>EXTERIOR</b>						
Toilets · Urinals	Clean · Sanitize						Trash · Ashtrays	Empty · Clean · Line					
Sinks · Counters · Mirrors	Clean · Sanitize						Doors · Windows	Wipe Down · Clean					
Floors · Drains	Sweep · Mop · Clean						Parking Lot · Sidewalks	Pick-up Trash · Sweep					
Walls · Partitions · Doors	Clean · Sanitize · Dust						Other						
Trash	Empty · Clean · Line						<b>SNACK / CAFFETERIA</b>		<b>D</b>	<b>W</b>	<b>B</b>	<b>M</b>	<b>O</b>
Supplies	Fill · Restock						Floors	Sweep · Mop					
Other							Tables · Chairs	Clean · Sanitize					
<b>MAIN FLOORS</b>	<b># of Floors:</b>	<b>D</b>	<b>W</b>	<b>B</b>	<b>M</b>	<b>O</b>	Counters · Appliances	Clean · Sanitize					
Floors	Sweep · Mop · Vacuum						Windows · Blinds · Doors	Clean · Dust					
Walls · Cubicles · Doors	Clean · Dust						Other						
Desks · Tables · Phones	Clean · Sanitize						<b>MISCELLANEOUS</b>		<b>D</b>	<b>W</b>	<b>B</b>	<b>M</b>	<b>O</b>
Trash	Empty · Clean · Line						Water Fountains	Clean · Sanitize					
TV · Pictures · Lights	Dust						Vending Machines	Clean · Sanitize					
Windows · Blinds	Clean · Dust						Mats · Runners · Carpet	Vacuum · Shampoo					
Chairs · Benches · Couch	Vacuum · Clean · Dust						Elevators	Clean · Sanitize					
Other							Other						

**COMMENTS / SPECIAL INSTRUCTIONS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>TERMS OF SERVICE</b>	<b>Acceptance of Proposal</b>
<p><b>Business Name</b> agrees to supply all materials needed to complete the job. Any changes in above specifications require a written change order in order for work to be completed. Cost may increase due to additional, unexpected work. A late fee of \$30 will apply on accounts 30 days past due.</p>	<p><b>Business Name</b> agrees to perform the work specified for a sum of \$_____ dollars per month. Invoices will be mailed monthly due on the first of the month. Services will begin on _____ at _____ days per week for a duration of _____ months.</p> <p><b>Authorized Signature:</b> _____ <b>Date:</b> _____</p> <p><i>*By signing you are agreeing to the entire contents of this proposal. If you decide to terminate this agreement you must do so in writing with 30 days notice. Payment will be due for all services rendered.</i></p>