

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	OTHER
		DAILY	
RESTROOMS			
Toilet - Walls - Floor	Clean - Sanitize - Polish		
Flush Combination	Empty - Wipe - Sanitize		
Door - Inside - Outside	W - Clean - Polish		
Glass - Mirror - Chrome	Clean - Polish		
Floor	Sweep - Mop - Polish		
Partitions - Glass	Wipe - Mop - Spot Clean		
Walls - Tiles - Grout	Sweep - Mop		
FLOORS			
Wooden	Sweep		
Hardwood	Mop		
Carpet	Vac		
Carpet	Buff		
Rug - Carpet	Vacuum - Shampoo		
Ceramic - Tiles	Wipe - Mop		
Tile - Other	Sweep - Mop		
EXTERIOR			
Entrance	Sweep		
Staircase	Wash		
Roof - Sides	Sweep		
Driveway	Sweep		

CLEANING SERVICES REQUIRED			
Area / Description		WEEKLY	OTHER
		DAILY	
DOORS & WALLS			
Entrance - Glass Door	Clean		
Interior Glass	Clean		
Windows - Inside/Outside	Wash		
Door - Frames - Walls	Spot Clean		
Exterior Walls	Wash		
Ceiling Corners	Spot Clean		
MISCELLANEOUS			
Rest Room	Empty		
Janitor	Empty - Wipe - Mop		
Handing machines	Wash - Wipe		
Light	Wipe - Wipe - Clean		
Chair - Chair - Polster	Spot - Wipe - Mop		
Desk - Table - Chair	Clean - Wipe - Mop		
Shower - Chair	Vacuum - Shampoo		
Desk	Vacuum - Wipe - Mop		
Desk Window - Desk	Clean		
Drinking fountains	Clean - Wipe - Sanitize		
Desk - Table - Chair	Clean - Wipe		
Light fixtures - Handles	Clean - Wipe		
Worker's Storage Room	Vacuum - Wipe - Mop		
Desk - Table - Chair	Spot - Wipe - Mop		

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 uncooperative.</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

Didier Musso



Office Cleaning Proposal Template:

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Table of Contents Office Cleaning Proposal Template

1. Understanding the eBook Office Cleaning Proposal Template
 - The Rise of Digital Reading Office Cleaning Proposal Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Cleaning Proposal Template
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Office Cleaning Proposal Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Cleaning Proposal Template
 - Personalized Recommendations
 - Office Cleaning Proposal Template User Reviews and Ratings
 - Office Cleaning Proposal Template and Bestseller Lists
5. Accessing Office Cleaning Proposal Template Free and Paid eBooks
 - Office Cleaning Proposal Template Public Domain eBooks
 - Office Cleaning Proposal Template eBook Subscription Services
 - Office Cleaning Proposal Template Budget-Friendly Options
6. Navigating Office Cleaning Proposal Template eBook Formats

- ePub, PDF, MOBI, and More
- Office Cleaning Proposal Template Compatibility with Devices
- Office Cleaning Proposal Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Cleaning Proposal Template
 - Highlighting and Note-Taking Office Cleaning Proposal Template
 - Interactive Elements Office Cleaning Proposal Template
- 8. Staying Engaged with Office Cleaning Proposal Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office Cleaning Proposal Template
- 9. Balancing eBooks and Physical Books Office Cleaning Proposal Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Cleaning Proposal Template
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Office Cleaning Proposal Template
 - Setting Reading Goals Office Cleaning Proposal Template
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Office Cleaning Proposal Template
 - Fact-Checking eBook Content of Office Cleaning Proposal Template
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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