

Cleaning proposal template

Replace every bracketed field with your agreed details. Delete instructions and unused rows before sending. Keep the task list, price and terms consistent. This is an editable business proposal, not a legally reviewed service agreement.

- Proposal** [number and revision]
- Issued and valid until** [issue date] / [validity date]
- Prepared by** [business name and appropriate business address]
- Business contact** [name, role, email and phone]
- Prepared for** [client name or organization and contact person]
- Client contact** [email and phone]
- Service site** [site name and full service address]

Thank you for discussing the cleaning at [site]. You asked us to focus on [client priorities]. This proposal sets out the agreed work, visit plan, price and next step. Please tell [contact] if the scope or assumptions need correcting.

Agreed scope of work

Area	Included tasks	Frequency
[area]	[specific included tasks and limits]	[each visit / weekly / other]
[area]	[specific included tasks and limits]	[frequency]
[area]	[specific included tasks and limits]	[frequency]
[separate detail work]	[tasks beyond routine cleaning]	[frequency]

Visit plan and price

Service plan [one-time or recurring; visit days and frequency]

Access window [arrival/finish window; occupied-area restrictions]

Start date [proposed date and how it will be confirmed]

Calendar changes [holiday/closure rules; skipped or extra visits; price adjustment method]

Item	Amount	Basis
Routine service	[price]	[per visit / hour / month; what quantity is included]
Separate detail work	[price or included]	[scope and billing frequency]
First clean	[price or not included]	[inspection and separate approval if needed]
Subtotal before tax	[amount]	[specified billing period]
Tax and other fees	[amount or treatment]	[verify applicable treatment; list any fee]
Total	[amount]	[same billing period and currency]

Included supplies [who supplies cleaning products/equipment; paper, soap and liners]

Client preparation [clear work areas, pets, parking, utilities and site contact]

Access arrangements [approved secure process; do not write codes or key locations here]

Exclusions [tasks, surfaces and conditions outside the price]

Optional work [extra task and price; how written approval is obtained before work]

Terms and next step

Billing and payment [invoice timing, payment due date/method, deposit or no deposit, and how any deposit is credited once]

Changes and missed access [who to contact; notice method/period; waiting limit; chosen fee, credit or reschedule treatment]

Company cancellations [notice process; rescheduling; treatment and timing of prepaid refunds or agreed credits]

Ending or reviewing service [chosen notice, method and effective date; price review process; reference agreed service terms]

Problems and follow-up [reporting contact; how concerns are checked and the next step agreed; no automatic guarantee]

Supporting information

Optional supporting details: [verified insurance certificate, relevant license, reference with permission, or other true evidence]. Delete this paragraph if none is required. Do not insert unverified insurance limits, bonding, guarantees or customer results.

Review and acceptance

Please review the scope, total and applicable service terms before responding. To discuss or accept this proposal, contact [name and method]. We will confirm [start date and any remaining conditions] in writing. If separate service terms apply, identify their title, version and attachment here: [details].

Client name and role [name and role]

Acceptance record [signature or agreed written record, date, and proposal version]

Provider confirmation [name, confirmation date and agreed start date]

Before sending: remove instructions, replace every bracket, check totals, attach the correct service terms, and keep the final version. Delete this reminder from the client copy.