

Example home-cleaning quote

Fictional teaching example, not an offer. Example Cleaning Co, the client and the site are invented. Prices, tax assumptions and terms illustrate one completed quote, not recommended terms or local market rates. Notes on page 3 map the example to the 12 checks.

Business/contact [1]: Example Cleaning Co; quotes@example.com.
Client/site [2]: Example Home Client; 100 Example Lane, Example City, XX 00000. All fictional.
Reference/dates [3]: HOME-001 revision 1; issued September 23, 2026; valid until October 7, 2026.

Service and scope [4, 5]

First clean followed by biweekly repeat cleaning of an 1800 sq ft occupied home: 3 bedrooms, 2 bathrooms, kitchen and living areas. Assumes ordinary household soil, accessible surfaces and clear floors. Any materially different condition or additional room is reviewed before work or a revised price is agreed.

Each repeat visit	Included work
Kitchen	Accessible counters, sink, backsplash and appliance exteriors. No appliance interiors.
Bathrooms	Accessible sinks, fixtures, toilets, tubs/showers and mirrors, using suitable methods for the surfaces.
Bedrooms / living areas	Accessible dusting and agreed hard-floor cleaning or vacuuming. No moving heavy furniture.
First-clean detail	First visit also includes reachable baseboards, cabinet exteriors and additional bathroom buildup work within ordinary household scope.

Prices in USD [9, 10]

Item	Charge
Repeat visit	190.00 per visit
First clean	265.00 for the initial visit, instead of the repeat charge
Optional oven interior	32.00 extra, only after written approval
Example tax / processing surcharge	0.00 / 0.00, solely as a fictional teaching assumption
Total for a repeat visit without extras	190.00
Total for first visit without extras	265.00

A first visit and a repeat visit are separate occasions: do not add \$265 and \$190 as the price for one visit. A real issuer must determine the applicable tax and fee treatment before sending a quote.

Example visit arrangements and acceptance

HOME-001, revision 1 | Fictional teaching example, continued

Exclusions, extras and supplies [6]

Oven/refrigerator interiors, laundry, interior windows, inside cabinets, high-access work, heavy furniture moving, waste hauling and specialist contamination work are excluded. The optional oven extra is \$32 only when separately approved and suitable for the appliance. No hazardous remediation or specialist setting is covered.

Example Cleaning Co supplies ordinary cleaning products and equipment. Client supplies replacement household paper goods, soap and bin liners. Additional work requires a written task, price and timing agreement before it starts.

Visit plan [7]

Repeat frequency: every other Monday. Expected service window: 10 a.m.-1 p.m. Proposed first visit: October 12, 2026. The provider confirms the start and subsequent visit dates in writing after the scope and quote are accepted. The time window is not a promise to do unsafe work faster.

Access and preparation [8]

Client provides the agreed secure access process, available parking and working utilities, keeps pets safely away from work areas, and clears agreed surfaces. Exchange codes or key details through the separate agreed secure method; do not place them in this quote. If entry fails, contact the client, wait up to 15 minutes and agree a new visit if access remains unavailable. No missed-access fee is charged in this fictional example.

Payment and changes [11]

No deposit. Invoice after each visit; payment due within 7 days by the agreed method. Request cancellation or rescheduling by email at least 48 hours ahead. No cancellation fee in this example. If the provider cancels, offer a new date or refund any prepaid amount for unperformed service within 7 days. These are chosen example terms, not universal rules.

Confirm any changed task, price, tax treatment or schedule in writing before additional work. If a concern arises, reply to quotes@example.com with the quote reference so the provider can review the record and agree the next step. No automatic outcome is promised.

Next step and version control [12]

To discuss or accept, reply to quotes@example.com with HOME-001 revision 1 and the requested service. The provider will confirm the scope, dates and any remaining terms in writing. Save the agreed version and attachments for both parties. Separate service terms, if used for a real engagement, must be identified and supplied before acceptance.

Acceptance status: not accepted. No signature or client commitment is implied by this example.

Client name / acceptance record: _____

Provider confirmation / start date: _____

How the example satisfies the 12 checks

These are review annotations for the fictional quote on pages 1-2. For a real quote, verify the facts instead of copying the example's choices. Use the blank checklist to record Checked, Needs clarification or Not applicable.

Check	Where to look / what to verify
1. Business identity and contact	Example Cleaning Co; quotes@example.com. Fictional identities and reserved example.com addresses are labelled.
2. Client and service site	Example Home Client at 100 Example Lane, Example City, XX 00000: explicitly fictional teaching site.
3. Reference, revision and dates	HOME-001 revision 1, issued September 23, 2026; valid until October 7, 2026.
4. Service and starting condition	First and biweekly repeat cleaning priced separately. Ordinary occupied home, clear accessible surfaces; changes reviewed first.
5. Included areas, tasks and frequency	1800 sq ft, 3 bedrooms, 2 bathrooms; kitchen surfaces, fixtures, accessible dusting and floors each visit.
6. Exclusions, extras and consumables	Oven interior excluded; optional \$32 extra requires approval. Provider supplies ordinary cleaning products/equipment; no specialist work.
7. Visit plan and start confirmation	Every other Monday, 10 a.m.-1 p.m. service window. Proposed October 12 start is confirmed in writing after acceptance.
8. Access and client preparation	Client arranges secure access, parking and pets; provider contacts client if access fails. No codes or key locations in the quote.
9. Price basis and checked totals	USD \$190 per repeat visit; first clean \$265. They are alternative visit charges, not a \$455 charge for one visit. Oven extra \$32 optional.
10. Tax and fee treatment	Fictional teaching assumption: \$0 tax and \$0 processing surcharge; real issuer must determine actual treatment. Example totals \$190/\$265.
11. Payment, schedule changes and scope changes	No deposit; payment within 7 days after each visit. Request changes 48 hours ahead; no cancellation fee in this example. Changes priced and approved first.
12. Acceptance, proofread and saved version	Reply with HOME-001 revision 1 and requested service; provider confirms start. Example remains unsigned and unaccepted.

Final review: all amounts and labels match. No private wage, cost or profit calculation appears in the client quote. Tax treatment, enforceability and business-specific requirements still need appropriate review for a real engagement.