

Cleaning quote checklist

Quote / revision: _____ Reviewer: _____ Date: _____

Choose one status for each check. Explain every Needs clarification or Not applicable decision. Resolve open items before sending. This checks completeness, not legal compliance.

1. Business identity and contact

Correct business name and working contact route. Include applicable identifying information; do not assume every business needs to publish a home address.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

2. Client and service site

Correct client, authorized contact and service location. Include only the personal details needed for the work.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

3. Reference, revision and dates

Unique quote reference, revision, issue date and chosen validity period. Remove old versions and expired dates.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

4. Service and starting condition

State whether this is a first, repeat or one-time clean and record the condition assumptions used for the price.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

5. Included areas, tasks and frequency

List rooms and tasks with their frequency and limits. Do not rely on a vague promise to clean everything.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

6. Exclusions, extras and consumables

State excluded work, separately priced extras and who supplies products, equipment and consumables.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

Cleaning quote checklist (continued)

Quote / revision: _____ Reviewer: _____ Date: _____

7. Visit plan and start confirmation

State visit frequency, expected service window and how the first date is confirmed. Separate a proposed date from a booked commitment.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

8. Access and client preparation

Explain the secure access process, parking, pets, clear work areas and contact for problems. Keep alarm/key secrets elsewhere.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

9. Price basis and checked totals

Confirm currency, per-visit/hour/project basis, itemization and totals. Separate initial and recurring charges and optional extras.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

10. Tax and fee treatment

State tax and fee treatment after checking the applicable location and transaction. Do not treat an unspecified amount as zero.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

11. Payment, schedule changes and scope changes

Choose explicit payment and cancellation/rescheduling terms. State how extra work and price changes are approved.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

12. Acceptance, proofread and saved version

Clear next step and contact, proofread attachments and amounts, and save the current version for both parties. Acceptance is not assumed.

☐ Checked ☐ Needs clarification ☐ Not applicable

Owner / action / reason: _____

Open items resolved by/date: _____ Final version saved: _____