

Office cleaning proposal example

Fictional teaching example. Example Cleaning Co and Example Office are invented. Dates, scope and USD prices illustrate one offer, not market rates or recommended contract terms. Adapt the blank template for a real client.

Proposal EX-001, revision 1

Issued and valid until 23 September 2026 / 7 October 2026

Prepared by Example Cleaning Co; Example Business Address, Example Town

Business contact Alex, office coordinator; office@example.com; contact through the sample email

Prepared for Example Office; Sam, facilities coordinator

Client contact facilities@example.org

Service site Example Office, Example Site Address, Example Town; 5,000 sq ft of cleanable space

Thank you for explaining your office priorities. You need the shared work areas, two restrooms and breakroom ready for the next working day. This offer covers three routine evening visits each week and one separately defined detail clean each month.

Agreed scope of work

Area	Included tasks	Frequency
Offices and shared areas	Empty bins and replace liners; dust accessible clear surfaces; vacuum carpet; damp mop suitable hard floors. Do not move papers or equipment.	Every visit
Two restrooms	Clean fixtures, mirrors and counters; empty bins; mop floors; restock client-provided paper and soap. Any agreed disinfection follows the selected product label.	Every visit
Breakroom and lobby	Wipe clear counters and tables; clean sink and appliance exteriors; empty bins; spot clean entry glass; clean floors.	Every visit
Extra detail work	Clean listed reachable interior glass beyond entry spot cleaning; detail vacuum agreed accessible floor edges beyond routine passes.	One visit each month

Visit plan and price

Service plan Monday, Wednesday and Friday; 156 planned routine visits in the illustrative annual calendar.

Access window After office closing, 6-9 p.m.; two cleaners are planned, with actual staffing confirmed by the provider.

Start date 12 October 2026, subject to written confirmation and the agreed entry process.

Calendar changes The example assumes all 156 visits can be delivered. Agree replacement dates for closures before finalizing the calendar. A routine visit cancelled by the provider and not replaced receives a \$160 credit. Extra visits require written scope and price approval.

Item	Amount	Basis
Routine service	\$2,080 per month	156 routine visits x \$160 / 12 equal monthly bills
Monthly detail work	\$80 per month	One agreed extra detail clean each month
First deep clean	Not included	Assess before the first routine visit; quote separately if needed
Subtotal before tax	\$2,160 per month	USD; recurring scope described in this proposal
Tax and other fees	Tax additional if applicable	Tax treatment must be confirmed for a real site; no separate processing surcharge in this example
Total before applicable tax	\$2,160 per month	Final invoice total includes any applicable verified tax

Included supplies Provider supplies ordinary cleaning products, tools and bin liners. Client supplies restroom paper and soap.

Client preparation Clear agreed work surfaces; provide water, electricity and authorized parking; identify the evening site contact. Private papers and equipment stay in place.

Access arrangements Client gives entry and lock-up instructions through the approved secure process. No alarm code or key location belongs in this proposal.

Exclusions Inside appliances, dishes, laundry, carpet extraction, exterior/high-access windows, moving heavy furniture, major buildup and specialist hazardous cleaning are excluded.

Optional work Extra tasks are separately scoped and priced. The facilities coordinator must approve them in writing before work begins.

Terms and next step

Billing and payment For this example, invoices are issued at month-end and due within 15 calendar days. No deposit is required. These choices are illustrative, not rules for every business.

Changes and missed access Notify the office coordinator by email before the visit. For missed access, the crew contacts the coordinator and waits in a safe place for up to 15 minutes. The office then agrees a replacement; no automatic penalty is assumed in this example.

Company cancellations The provider contacts the facilities coordinator and offers a replacement. If a routine visit is not replaced, apply the stated \$160 credit. Refund unused prepaid amounts within the period agreed for the real engagement.

Ending or reviewing service This example uses 30 days written notice to end recurring service. Any price or scope change requires written agreement before its effective date. Check the terms against the real engagement before use.

Problems and follow-up Report an issue to the office coordinator with the visit reference and affected task. The provider checks the agreed scope and arranges the next step with the client.

Supporting information

No insurance, bonding, license or customer-reference claims are made for these fictional businesses. Attach only verified information requested for the actual engagement.

Review and acceptance

For this teaching example, Sam would reply with proposal EX-001 revision 1 and any corrections. The provider would confirm the start date, calendar and applicable service terms in writing. The signature fields below are deliberately unsigned; no real agreement is created by this example.

Client name and role Sam, facilities coordinator, Example Office

Acceptance record Unsigned teaching example; date and acceptance would be recorded for a real engagement.

Provider confirmation Alex, Example Cleaning Co; not confirmed because this is a fictional offer.