

CLEANING

Proposal Template

WHAT A CLEANING PROPOSAL IS USED FOR:

Communicating the value, professionalism, and services a cleaning company provides to potential clients with comprehensive, detailed descriptions.



EVERY PROPOSAL SHOULD INCLUDE:

PROFESSIONAL LAYOUT

Elevate your business's image and showcase confidence.

DETAILED SCOPE

An exhaustive list of tasks, coverage areas, and service frequency.

TRANSPARENT PRICING

A clear breakdown of costs, discounts, and additional services.

DOWNLOAD THE TEMPLATE:

Stand out in the crowded commercial cleaning market with a proposal that speaks professionalism, transparency, and attention to detail.



Company Name: [Your Company Name]

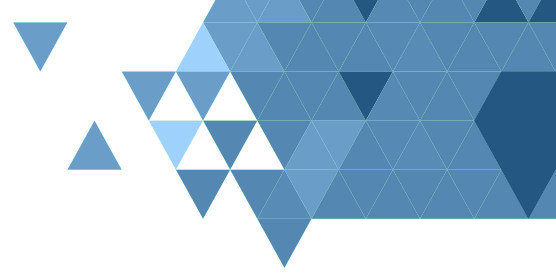
Logo: [Your Company Logo]

Contact Information:

Address: [Your Address]

Phone: [Your Phone Number]

Email: [Your Email Address]



EXECUTIVE SUMMARY

At [Your Company Name], we understand it's crucial for businesses to maintain pristine and safe spaces. Cleanliness is not just about aesthetics; it's pivotal to productivity, well-being, and customer service.

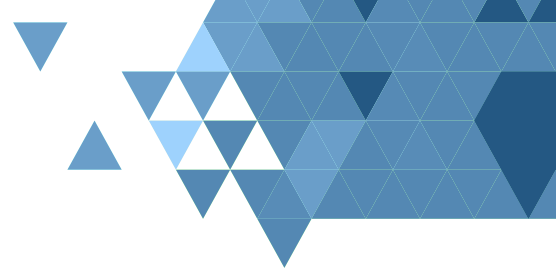
With over [X years] in the cleaning industry, we have honed our techniques while continually upgrading our equipment to deliver cutting-edge, impeccable solutions as efficiently as possible.

This proposal includes a comprehensive cleaning plan designed specifically for [Client's Company Name]'s space and operational requirements.

We maintain an unwavering commitment to excellence by providing consistent results, flexible scheduling, and [Niche Services or Products: e.g., eco-friendly, disinfecting, etc.].

This proposal outlines our recommended services, transparent pricing structure, and terms of service. We are confident that our specialized approach to commercial cleaning will exceed your expectations, providing a welcoming, clean environment for your employees and clients or customers.

With [Your Company Name], you're not just hiring a cleaning service; you're investing in a partnership dedicated to enhancing the appeal and safety of your workspace.



ABOUT US

[Your Company Name Here]
Founded in: [Year of Establishment]

We are committed to [Core Value, e.g., "delivering unmatched cleaning solutions"]. Over the years, [Your Company Name] has grown, adapting to the ever-evolving needs of commercial spaces and upholding our mission to [Mission Statement, e.g., "create cleaner, healthier environments for businesses"].

Our team takes immense pride in [Niche or Unique Value Prop, e.g., "using eco-friendly cleaning agents"], ensuring that we align with [Company Value, e.g., "sustainable practices"] and cater to businesses that share our vision.

At [Your Company Name], we recognize the nuances in commercial cleaning services and have created a comprehensive commercial cleaning proposal that caters to the unique needs of your commercial establishment.

Client Testimonials

Testimonial 1

[Client's testimonial from feedback form or online review site.]

Name: [Client's Full Name]

Position: [Client's Position, e.g., "Office Manager"]

Company: [Client's Company Name]

Testimonial 2

[Client's testimonial from feedback form or online review site.]

Name: [Client's Full Name]

Position: [Client's Position, e.g., "Office Manager"]

Company: [Client's Company Name]

Testimonial 3

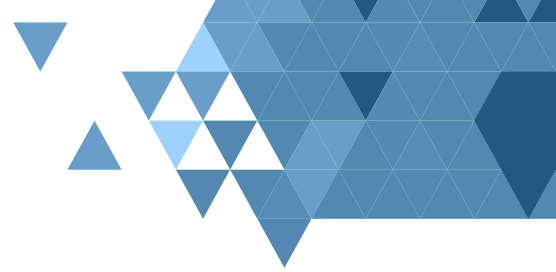
[Client's testimonial from feedback form or online review site.]

Name: [Client's Full Name]

Position: [Client's Position, e.g., "Office Manager"]

Company: [Client's Company Name]

NOTE: Ensure you have the client's permission to use their testimonials and any related data or images in the proposal.



SCOPE OF WORK

NOTE: Provide as much clarity into what specific tasks include and how often they'll be performed.

Reception Area and Waiting Spaces

Daily Services:

- Vacuuming all carpeted areas.
- Dusting and disinfecting all surfaces, including tables, chairs, and counters.
- Emptying trash bins and replacing liners.
- Cleaning and sanitizing door handles.

Weekly Services:

- Deep cleaning of upholstery and fabric furniture.
- Wiping down artwork, frames, and decorative items.
- Polishing wood furniture and surfaces.

Monthly Services:

- Steam cleaning carpets.
- Cleaning and dusting light fixtures and ceiling fans.

Office Areas and Cubicles

Daily Services:

- Emptying trash bins and replacing liners.
- Dusting computer monitors, keyboards, and telephones.
- Vacuuming walkways and aisles.

Weekly Services:

- Wiping down partition walls and cubicle dividers.
- Detailed cleaning of shared equipment such as printers and fax machines.

Monthly Services:

- Full dusting of bookshelves, filing cabinets, and storage units.

Break Rooms and Kitchens

Daily Services:

- Cleaning and sanitizing countertops and sinks.
- Emptying trash bins and replacing liners.
- Cleaning microwave ovens, coffee makers, and other small appliances.

Weekly Services:

- Refrigerator cleaning and organization.
- Sanitizing cabinet handles and drawer pulls.

Monthly Services:

- Deep cleaning of floors, including under appliances.

Restrooms

Daily Services:

- Cleaning and sanitizing all fixtures, including toilets, sinks, and urinals.
- Refilling soap dispensers, paper towel holders, and toilet paper.
- Emptying trash bins and replacing liners.

Weekly Services:

- Cleaning mirrors and glass surfaces.
- Dusting light fixtures and vents.

Monthly Services:

- Deep cleaning tile and grout.

Exterior Areas

Daily Services:

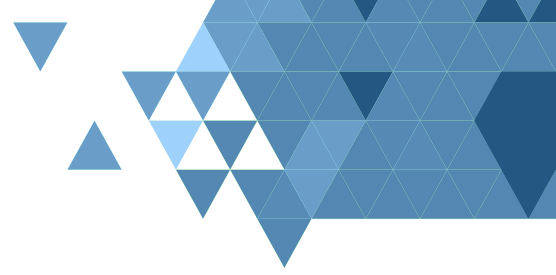
- Sweeping entrances and walkways.
- Emptying exterior trash bins.

Weekly Services:

- Washing windows and glass doors.
- Cleaning signage and exterior light fixtures.

Monthly Services:

- Pressure washing sidewalks and entryways.



PRICING

Reception Area and Waiting Spaces

- Daily Services: \$[XX.XX]
- Weekly Services: \$[XX.XX]
- Monthly Services: \$[XX.XX]

Office Areas and Cubicles

- Daily Services: \$[XX.XX]
- Weekly Services: \$[XX.XX]
- Monthly Services: \$[XX.XX]

Break Rooms, Kitchens, and Canteens

- Daily Services: \$[XX.XX]
- Weekly Services: \$[XX.XX]
- Monthly Services: \$[XX.XX]

Restrooms

- Daily Services: \$[XX.XX]
- Weekly Services: \$[XX.XX]
- Monthly Services: \$[XX.XX]

Exterior Areas

- Daily Services: \$[XX.XX]
- Weekly Services: \$[XX.XX]
- Monthly Services: \$[XX.XX]

Discounts

- Loyalty Discount: Clients who sign a contract for [6/12/24] months of service receive a [X%] discount off the total monthly price.
- Referral Discount: Receive [X%] off your next month's service for every successful referral.
- Frequent Service Discount: Opt for our daily services package and receive a [X%] discount on weekly and monthly services.

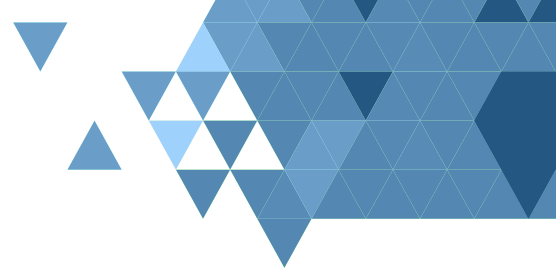
Additional Services

- Carpet Steam Cleaning: \$[XX.XX] per room or \$[XX.XX] for the entire property.
- High Window Cleaning: \$[XX.XX] per window or \$[XX.XX] for a set of windows.
- Specialized Sanitation Services (e.g., COVID-19 Cleaning): Starting at \$[XX.XX].
- [Other Add-On Service]: \$[XX.XX]

Packages and Promotions

- Gold Package: Includes daily and weekly services across all areas with a [X%] discount.
- Platinum Package: Comprehensive package of daily, weekly, and monthly services with a [X%] discount plus a complimentary [Additional Service].
- New Client Promotion: Sign up in the next [X days/weeks] and receive a [X%] discount on your first month of service.

[Company Name] is committed to providing top-notch cleaning services with full transparency in our pricing. We're open to customizing our offerings based on your unique needs and budget.



TERMS AND CONDITIONS

Payment Terms:

- **Due Date:** All payments are due within 30 days of the invoice date unless otherwise agreed upon in writing.
- **Payment Methods:** We accept payments via [bank transfer, check, credit card, online payment platforms like PayPal, etc.].
- **Late Fees:** Invoices not paid within the stated period will incur a late fee of [X%] per month on the outstanding balance.

Service Agreement:

- **Frequency:** Services will be provided per the agreement, which could be [daily, weekly, bi-weekly, monthly, etc.].
- **Duration:** Each cleaning session will last approximately [X hours], depending on the size and condition of the facility.
- **Scope:** The exact tasks and areas to be covered during each session are as outlined in the "Scope of Work" section of this proposal.
- **Special Requests:** Any tasks outside the agreed-upon scope will be considered special requests and might incur additional charges.

Confidentiality:

- **Client Information:** All client details, including but not limited to business operations, schedules, and proprietary information, will remain confidential.
- **Non-Disclosure:** Our company ensures that no client information will be shared, sold, or used without explicit permission. All our employees are bound by strict confidentiality agreements.

Cancellation Policy:

- **Notice Period:** Clients wishing to modify or cancel the service agreement must provide [X days/weeks] notice.
- **Cancellation Fee:** If the service is canceled without the stipulated notice, a cancellation fee of [X% of the agreed service charge or a fixed amount] will apply.
- **Rescheduling:** Should the client need to reschedule a cleaning session, they must provide at least [X days] notice. Failure to do so may result in a rescheduling fee.

NOTE: *The above serves as a generic template, but businesses should consult with legal professionals when drafting their terms and conditions to ensure they comply with local regulations and best protect their interests.*