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CLEANING PROPOSAL

No. 001234

FOR:	
DATE:	PHONE:
LOCATION:	
JOB NO.	CONTACT PH.
TERMS:	OTHER:

TOP COMMERCIAL SERVICES		FREQUENCY				TOP COMMERCIAL SERVICES		FREQUENCY			
AREA / ITEMS		DAILY	WEEKLY	MONTHLY	OTHER	AREA / ITEMS		DAILY	WEEKLY	MONTHLY	OTHER
RESTROOMS						DOORS & WALLS					
Toilets - Sinks - Urinals						Entrance Glass Doors					
Trash Containers						Interior Glass					
Dispensers: Soap, Towel, Tissue						Ledges - Window Sills					
Glass - Mirrors - Chrome Hardware						Doors - Frames - Walls					
Floors						Baseboards					

COMMERCIAL CLEANING INVOICE

Empty all Trash Cans					Upholstered Furniture - Drapes				
Vacuum all areas - Spot clean carpet					Mats				
Dust Desks, Shelves, and Other Surfaces					Glass Windows - Doors				
Clean Computer Screens & Dust Keyboards					Drinking Fountains				
Disinfect Phones, Lamps, Copiers, Staplers					Kick Plates - Thresholds				
Clean/Disinfect Coffee Pot & Water Cooler					Light Switches - Handles - Push Plates				
					Janitor's Storage Room				
WINDOWS					Desks - Tables - Phones				
Dust to Remove Cobwebs and Loose Dirt									
Spray, Squeegee and Sponge Wipe Spotless									

TERMS OF SERVICE AGREEMENT	NOTES													
1. Material or labor cost increases may result in a renegotiation of terms. 2. Cleaning supplies to perform this service will be supplied by: _____ 3. Total costs of service will be: \$_____ and payable monthly on the 1st day each month. 4. Quoted by: _____	☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat CLEANING SCHEDULE ☐ WEEKLY ☐ BIWEEKLY ☐ ONE TIME ☐ OTHER (See Notes)	<table border="1"> <tr> <td>Total Labor</td> <td></td> </tr> <tr> <td>Total Materials</td> <td></td> </tr> <tr> <td>Subtotal</td> <td></td> </tr> <tr> <td>Additional Labor</td> <td></td> </tr> <tr> <td>Sales Tax Rate</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> </table>	Total Labor		Total Materials		Subtotal		Additional Labor		Sales Tax Rate		TOTAL	
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