

OFFICE CLEANING SERVICES BID PROPOSAL

Proposal #:	Date:
[Name of the entity]	Prospective Client Name:
[Address of office]	[Address of office]
[City, state, ZIP]	[City, state, ZIP]
Phone:	Phone:
Fax / Email:	Fax / Email:
Prepared By:	Contact Name:

Dear Mr / Ms. _____,

We hereby submit estimates for the following Cleaning Services of your office located at the aforementioned address. The size of the office is _____ Sq Ft.

The Services we will provide are as follows:

No	Service Description	Amount Payable (Daily / Weekly / Monthly)
1		
2		
3		
4		
5		
TOTAL		

TERMS AND CONDITIONS:

1. Cleaning supplies to perform this service will be supplied by: _____
2. The terms of this Agreement will take place: _____ Time(s) Per _____
3. Total costs of service will be: \$ _____ and payable on ____/____/____
4. Date of service will be _____
5. This Agreement will expire on _____
6. In the event this proposal proves unsatisfactory by either party. It may be terminated by a _____ day written notice by either party.

Quoted By: _____ [Signature & Name]

Acceptance of Proposal- The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as described above to do the work in a timely and professional manner. Payment will be made on the date described above.