

# Cleaning Services Quotation

**Company Name**

Street Address

City, ZIP

Phone:

Email:

**Quotation #:****Date:****Valid Until:****Client Details****Client Name**

Company / Building Name

Address

City, ZIP

Phone:

Email:

**Scope of Work**

- General cleaning of common areas
- Cleaning of restrooms
- Window cleaning (inside)
- Trash removal
- Other:

**Quotation Details**

Description	Unit	Quantity	Unit Price	Total
Daily General Cleaning	per month			
Restroom Cleaning	per month			
Window Cleaning	per visit			
<b>Subtotal</b>				
<b>Tax (%)</b>				
<b>Total</b>				

**Notes & Terms**

- Quotation valid for X days.
- Payment terms:
- Additional services not listed above will be quoted separately.
- Work to commence upon approval.

Prepared by:

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Authorized Signature