

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			
			Subtotal	
			Tax (%)	
			Total	

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:

Authorized Signature