

Deep Cleaning Quotation

Prepared By

Company Name: _____
Contact Person: _____
Email: _____
Phone: _____

Client Information

Company/Organization: _____
Contact Person: _____
Email: _____
Phone: _____

Date: _____
Quotation Reference: _____

Service Details

Office Address: _____
Service Date: _____
Areas to be Cleaned: _____
Special Instructions: _____

Quotation

Service Description	Unit	Quantity	Unit Price	Total
General Deep Cleaning	sq. ft.	_____	_____	_____
Sanitization/Disinfection	sq. ft.	_____	_____	_____
Carpet/ Floor Cleaning	Area	_____	_____	_____
Others (Specify): _____	_____	_____	_____	_____
Subtotal				_____
Taxes (if applicable)				_____
Total Amount				_____

Terms & Conditions

- Quotation valid until: _____
- Payment terms: _____
- Work completion timeline: _____
- Other terms: _____

Authorized Signature:

Name: _____

Date: _____