

Retail Store Cleaning Quotation

Date:

Enter date

Quotation Reference:

Enter reference number

Client Information

Shopping Center Name:

Enter shopping center name

Contact Person:

Enter contact person

Contact Number:

Enter contact number

Email Address:

Enter email

Address:

Enter address

Service Details

Area/Zone	Service Description	Frequency	Unit Price	Total
e.g., Main Entrance	e.g., Floor cleaning	e.g., Daily	e.g., \$	e.g., \$

Quotation Summary

Subtotal:

Enter subtotal

Tax (%):

Enter tax

Grand Total:

Enter total amount

Terms & Conditions

Enter or attach terms and conditions

Authorized Signature

Name:

Enter name

Position:

Enter position

Signature:

Sign here

Date:

Enter date
