

How to use this template: replace everything highlighted in [brackets], delete what you do not need, then save the finished proposal as a PDF before you send it. Delete this line too.

[Your Logo]

Commercial Cleaning Proposal

Prepared for: [Client Company Name]

[Site Address]

Attention: [Contact Name, Title]

Prepared by: [Your Company Name]

[Your Name, Title] | [Phone] | [Email] | [Website]

Proposal number: [Number] Date: [Date] Valid until: [Date, usually 30 days out]

Cover Letter

[Date]

Dear [Contact Name],

Thank you for walking [Building Name] with us on [Walkthrough Date]. You told us [the main problem you heard, in their words, for example: restrooms are not holding up through the afternoon and the carpet in the main hallway looks worn].

This proposal covers [number] square feet across [number] areas, cleaned [frequency, for example five nights a week]. We recommend [option name] at [price] per month. The scope, schedule and terms are on the pages that follow.

We would be glad to answer any questions. You can reach me directly at [Phone].

Sincerely,

[Your Name]

[Title], [Your Company Name]

About [Your Company Name]

[Your Company Name] has cleaned commercial buildings in [City or Region] since [Year]. Our team of [number] cleans [types of buildings, for example offices, medical offices and schools].

- [Certification or training, for example bloodborne pathogens training]
- [Background checks and uniforms]
- [Something that sets you apart]

What our clients say: "[Short testimonial]" [Name, Title, Company]

Use a testimonial only with the client's permission.

Scope of Work

Facility: [Building Name] | [Square feet] square feet | [Number of floors] floors | [Number of restrooms] restrooms

Area	Tasks	Frequency
Entry and lobby	Vacuum or mop floors; clean entry glass; empty trash; dust surfaces	Daily
Offices and workstations	Empty trash and recycling; vacuum carpet; dust desks (cleared areas only)	Daily
Conference rooms	Wipe tables and chairs; clean whiteboards if asked; vacuum	Daily
Restrooms	Clean and disinfect toilets, urinals, sinks and counters; refill paper and soap; mop floors	Daily
Break room	Wipe counters, tables and appliance fronts; clean sink; empty trash; mop	Daily
Hallways and stairs	Vacuum or dust mop; spot clean walls and doors; wipe handrails	Daily
All areas	Detail dust ledges and partitions; clean interior glass; vacuum edges	Weekly
All areas	High dusting; vents and returns; baseboards; spot clean walls	Monthly
Hard floors	Scrub and recoat (strip and wax on request)	Quarterly
Carpet	Hot water extraction of traffic areas	[Frequency]

Edit the rows to match the walkthrough. Be specific: say how many restrooms and what is done in each.

Not included unless quoted separately

[Exclusions, for example: biohazard cleanup, exterior windows above the first floor, dishes, moving furniture, mold]

Cleaning Schedule

Service days	[Monday through Friday]
Time window	[After 6 pm]
Holidays	[Holidays with no service, and how missed visits are made up]
Building access	[Keys, badge or alarm code; who to call after hours]
Your contact	[Name, phone, email]

Pricing

Choose the option that fits your building and budget. Each price covers the scope of work above at the frequency shown.

Option	What is included	Visits	Monthly price
[Option 1 name]	[Base scope]	[] per week	\$ _____
[Option 2 name] (recommended)	[Base scope plus added tasks]	[] per week	\$ _____
[Option 3 name]	[Full scope plus periodic floor care]	[] per week	\$ _____

Optional add-ons

Service	Price
[Day porter service]	\$ _____ per [month]
[Extra restroom service]	\$ _____ per [visit]
[Event cleanup]	\$ _____ per [event]

One-time services

Service	Price
[Initial deep clean]	\$ _____
[Carpet extraction]	\$ _____
[Strip and wax]	\$ _____
[Interior windows]	\$ _____

Supplies: [Whether paper towels, toilet paper, soap and liners are included in the price or billed separately]

Supplies and Equipment

We bring [equipment, for example backpack vacuums, microfiber, auto scrubber] and use [products, for example green certified or low-odor products]. The client provides [anything the client supplies].

Insurance and Compliance

General liability	[Limit]
Workers compensation	[Yes / limit]
Bonding	[Amount]
Background checks	[Who is checked and how]

Certificates of insurance are available on request.

Quality Control

- Inspections: [how often, and who does them]
- Reports: [how results are shared, for example photos or a monthly report]
- Missed items: [your fix promise, for example re-cleaned within 24 hours of being reported]

Terms and Conditions

1. **Term.** This agreement starts on [Start Date] and runs for [length, for example 12 months].
2. **Payment.** [Your Company Name] invoices [monthly, in advance or in arrears]. Payment is due within [number] days. [Late fee, if any]
3. **Price changes.** [How prices adjust, for example once a year, or if the scope or square footage changes]
4. **Changes to scope.** Added work is quoted in writing before it is done.
5. **Ending the agreement.** Either party may end this agreement with [number] days written notice.
6. **Insurance.** [Your Company Name] keeps the insurance listed in this proposal for the length of the agreement.
7. **Other terms.** [Any other standard terms]

Have an attorney review your standard terms once, then reuse them. This template is not legal advice.

Acceptance

Selected option: ☐ [Option 1] ☐ [Option 2] ☐ [Option 3] Start date: _____

[Client Company Name]

Signature: _____ Date: _____

Name: _____ Title: _____

[Your Company Name]

Signature: _____ Date: _____

Name: _____ Title: _____

Next steps after signing: [for example: we confirm the start date, collect keys and access codes, and complete an initial deep clean before the first regular visit]