Cleaning service quote

Complete the offer with your customer, then keep the accepted version with the scheduled work.

Prepared by

_____

Customer and site

_____

Quote number and revision

_____

Issue date and valid through

_____

Proposed service date or frequency

_____

Areas and tasks included

_____

Exclusions or optional work

_____

Price before tax

_____

Applicable tax and total

_____

Customer acceptance and date

_____

Completed example

Offer Q-104, revision 1. One December 4 office visit covers the entrance, break room and restrooms. Carpet extraction is excluded. Price: $150 before applicable tax. Please confirm this revision by November 30.