**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12274&utm_source=template-word&utm_medium=content&utm_campaign=Cleaning+Services+Proposal-word-12274&lpa=Cleaning+Services+Proposal+word+12274)Cleaning Services Proposal Template**

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Proposal Title:

**Cleaning Services Proposal**

Company Name

Phone

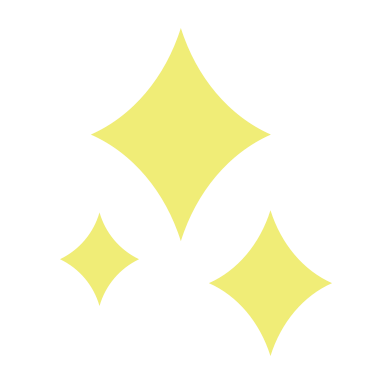
Email

Address

Website / Links

Proposal For: Client Name

Date: MM/DD/YY

About Us

Introduce your company briefly, highlighting experience, expertise, and core values.

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*Example:*

*At [****Company Name****], we pride ourselves on delivering high-quality cleaning services with attention to detail and reliability.*

*With [****X years****] of experience, we are committed to maintaining clean and healthy environments for all our clients.*

Cleaning Services Offered and Pricing

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Standard Cleaning | Routine cleaning for common areas, including dusting, vacuuming, mopping, sanitizing countertops, emptying trash, and disinfecting high-touch surfaces. | Rate per session |
| Deep Cleaning | Intensive cleaning that covers all areas of standard cleaning plus cleaning inside appliances (e.g., fridge, oven), baseboards, windowsills, blinds, light fixtures, and detailed bathroom scrubbing. | Rate per session |
| Move-In/Move-Out Cleaning | Thorough cleaning designed for preparing a space for new occupants, covering all standard and deep cleaning tasks plus cabinet interiors, closets, and any leftover debris or residue. | Rate per session |
| Post-Construction Cleaning | Targeted cleaning to remove dust, debris, and construction residue, including vacuuming and mopping hard floors, wiping down walls, removing stickers from new appliances, and dusting vents and fixtures. | Rate per session |
| Office Cleaning | Regular maintenance for office spaces, including desk and common area sanitation, trash removal, floor care (vacuuming or mopping), and restocking restroom supplies. | Rate per session |
| Window Cleaning | Cleaning of interior and/or exterior windows, including frames, sills, and screens, to remove dirt, smudges, and water spots. | Rate per session |
| Upholstery and Carpet Cleaning | Specialized cleaning for carpets, area rugs, and upholstered furniture to remove stains, odors, and allergens using steam cleaning or other appropriate methods. | Rate per session |
| Green Cleaning | Eco-friendly cleaning using environmentally safe products to minimize chemical exposure and environmental impact, ideal for sensitive clients and eco-conscious businesses. | Rate per session |
| Disinfection Services | Intensive sanitization with EPA-approved disinfectants, focusing on high-touch surfaces (doorknobs, light switches, handrails) to reduce pathogens and promote health safety. | Rate per session |
| Specialty Cleaning | Customized services based on unique needs, such as holiday preparation, event cleanup, seasonal cleaning (e.g., spring cleaning), or specific areas like garages and basements. | Rate per session |
| Appliance Cleaning | In-depth cleaning of kitchen appliances like ovens, refrigerators, microwaves, and dishwashers, removing buildup and sanitizing surfaces. | Rate per session |
| Bathroom Sanitization | Comprehensive bathroom cleaning, including scrubbing tiles and grout, disinfecting fixtures, mirrors, sinks, and toilets, and polishing metal finishes. | Rate per session |

Schedule and Frequency

Specify the proposed cleaning schedule and how frequently services will be performed (weekly, bi-weekly, monthly, or custom frequency).

*Example: Our recommended cleaning schedule for your space is [Frequency, e.g., weekly or bi-weekly] to ensure consistent cleanliness and maintenance. We can adjust the frequency as needed based on your preferences.*

Service Terms and Conditions

Detail the terms of service, including cancellation policies, payment terms, and any guarantees.

*Example: All services are billed monthly, with payment due upon receipt of the invoice. Cancellations require a 24-hour notice to avoid fees. We guarantee customer satisfaction and will address any concerns promptly.*

Contact Information

|  |
| --- |
| Name |
| Role / Position / Title |
| Phone |
| Email |
| Company Address |
| Website / Links |

|  |
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