

The logo for 'aspire' features the word in a bold, lowercase sans-serif font. A small green leaf icon is positioned above the letter 'i'.

insert your logo here

Janitorial Proposal

prepared by
[company name]

for
[client name]

Introduction

[Company Name] has prepared the following proposal to provide [Client name] with exceptional commercial cleaning services. This document includes information about our company, the services we'll provide, and what you can expect if you decide to work with us.

To accept the proposal, simply review the pricing and terms, sign, and send back to us via email.

We appreciate the chance to work with [Client Name] and look forward to hearing from you.

Contact

Name: (John Doe)

Email Address: (johndoe@email.com)

About Us

[Company Name] is a full-service commercial cleaning company with over [number] years of experience serving the [Client City]. As an ISSA CIMS certified organization, we are committed to providing the highest quality service possible for all of our clients. Each of our properties has a dedicated cleaning team, and we use sustainable chemical supplies—all of which are certified to kill the coronavirus.

Values

Transparency	If there's an issue, we'll let you know immediately.
Quality	We guarantee you'll be satisfied after every job.
Consistency	Our standard of service is something you can rely on.



Sand Valley Business Park

"We've been using [Company Name] for years and couldn't be happier! The cleaning team is friendly, flexible, and diligent. Before [Company Name], we'd tried several other providers that didn't work out for one reason or another. I'm so glad we eventually found [Company Name] and haven't looked back!"

- Jane Doe, Property Manager

Services Provided

Light cleaning <ul style="list-style-type: none">• Restroom cleaning and sanitation• Sweeping hard surfaces• Dusting• Emptying waste receptacles	Once per week
Heavy cleaning <ul style="list-style-type: none">• Restroom cleaning and sanitation• Mopping hard surfaces• Vacuuming carpeted surfaces• Dusting• Spot cleaning• Emptying waste receptacles	Twice per week
Floor resurfacing	Once every six months
Window washing	Once every six months
Move out	One-time

What to Expect

<p>How frequently will you provide services?</p>	<p>The frequency depends on the type of service included in your contract. Please see the quote on page 4 for specific details on how often each service will be provided.</p>
<p>How do you handle inspections?</p>	<p>We conduct inspections once per week and provide clients with a detailed report via their customer portal.</p>
<p>Will I always have the same cleaning team?</p>	<p>Yes! We assign teams to specific properties, so you should see the same faces for every job (unless someone's out sick or unavailable).</p>
<p>What standards do you follow?</p>	<p>We adhere to ISSA's family of Clean standards.</p>

Quote

[Company Name] commits to provide the services listed below for \$XXXX. If you would like to accept this proposal, review the terms and conditions below and then sign and return the document to us via email at [companyname@email.com]. We appreciate the opportunity to work with you!

Light cleaning (once per week)	\$XXXX
Floor resurfacing (every 6 months)	\$XXX
	Total: \$XXXX

Terms & Conditions

Signature

Date
