

Client and facility

Business name	_____	Phone	_____
Business address	_____	Email	_____
Contact name / title	_____	Date	_____
Client / company name	_____	Phone	_____
Facility address	_____	Email	_____
Proposal number	_____	Proposal valid until	_____
Facility type	_____	Approximate square footage	_____
Number of floors	_____	Access hours / building schedule	_____

Scope of work by area and frequency

Area	Tasks included	Frequency
Reception and lobby		
Private offices		
Open office and workstations		
Restrooms		
Kitchen and break room		
Hallways and common areas		
Trash and recycling		
Interior windows and glass		

Supplies and equipment provided

- Cleaning chemicals and consumable supplies provided by: _____
- Vacuum, floor, and window equipment provided by: _____
- Paper towels, soap, and trash liners restocked by: _____
- Client-supplied equipment or supplies noted here, if any: _____

Staffing and supervision

Crew size on site	_____	Supervisor name / phone	_____
Background checks completed	_____	Uniformed staff	_____
Languages spoken by crew	_____	Primary shift / arrival window	_____

Insurance and bonding

- Certificate of general liability insurance on file, coverage amount: _____
- Bonded, bond number: _____

• Workers compensation coverage on file: _____

Pricing			
Area	Per-visit rate	Visits / month	Monthly total
Reception and lobby			
Private offices			
Open office and workstations			
Restrooms			
Kitchen and break room			
Hallways and common areas			
Trash and recycling			
Interior windows and glass			
Grand total (monthly)			

A live version of this table with per-visit and monthly total formulas ships as a separate scope-and-pricing spreadsheet alongside this proposal.

Term and cancellation

Contract start date

Initial term length

Renewal terms

Cancellation notice period

Early termination terms

Rate review schedule

Acceptance and signatures

This proposal becomes a signed agreement once both parties sign below. It is not a legal document by itself and this page is not legal advice; have your own attorney review contract language, bonding, and any state-required disclosures before a client signs.

Contractor signature

Date

Client signature

Date