[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Cleaning service quote template

A clear quote for cleaning work - scope, frequency and price.

Quote number: _____

Date: _____

Prepared for: _____

Valid until: _____

Scope of work [Property type and size, e.g. 3-bed house] - [detail]

[Rooms and tasks included] - [detail]

[Frequency, e.g. weekly] - [detail]

[Extras, e.g. oven clean, windows] - [detail]

Price

Item	Amount
[Regular clean - per visit]	[£ amount]
[Deep clean - one-off]	[£ amount]
Total	[£ total]

Exclusions [e.g. excludes exterior windows, carpet shampooing unless agreed]

Acceptance I accept this quote. Signed: [Customer signature] Date: [Date]

Sign-off

Quoted by: _____ **Signature:** _____ **Date:** _____