

CLEANING

Estimate Template

WHAT AN ESTIMATE IS USED FOR

Using an estimate template simplifies the job bidding process and ensures commercial cleaning companies include the necessary information for a job.



EVERY ESTIMATE SHOULD INCLUDE

COVER LETTER:

Describe your company's experience and qualifications

SCOPE:

The services and responsibilities of the cleaning company

PRICE:

The estimated cost of labor and materials and payment terms

DOWNLOAD THE TEMPLATE

Streamline your job bidding process by using this **template** to quickly create and send estimates.

Date:

Client's Contact Info

.....

.....

Dear

Attached is our estimate for your consideration. At [Your Company Name], we understand the importance of a clean and well-maintained facility, and we are dedicated to providing exceptional cleaning services to our clients.

Our team of experienced professionals is equipped with the latest tools and techniques to ensure that your facility is always clean and hygienic. Our services include [list the specific services that you are providing], and we offer flexible scheduling to meet your unique needs.

This cleaning services estimate takes into account your specific requirements and has provided a competitive price that we believe accurately reflects the value of our services.

At [Your Company Name], we pride ourselves on our professionalism, attention to detail, and commitment to customer satisfaction. We believe that we can provide you with the high-quality cleaning services that your facility requires.

If you have any questions or would like to discuss our estimate further, please do not hesitate to contact us at [Your Company Phone Number] or [Your Company Email Address]. Thank you for considering [Your Company Name] for your cleaning needs. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Company Name]

CLEANING ESTIMATE TEMPLATE

YOUR LOGO HERE

COMPANY INFORMATION

Company Name:

Email Address:

Phone Number:

Address:

.....

PROPERTY INFORMATION

Property Type:

Property Address:

.....

.....

Square Footage of the Property:

OVERVIEW				
Frequency of cleaning	Description of quality control measures to ensure that the cleaning is up to the client's standards	Details about the crew's experience and qualifications (e.g. years of experience, certifications, etc.)	List of alternative cleaning solutions and products (e.g. eco-friendly, hypoallergenic, etc.)	Explanation of how consumables will be restocked (e.g. through a supply order or provided by the client)

ESTIMATE TABLE								
Service Item	Service	Product	Discount	Service Description <small>Detailed breakdown of the cleaning services being provided (e.g. dusting, vacuuming, mopping, restroom cleaning, trash removal, etc.)</small>	Crew <small>Number of crew members assigned to the job</small>	Unit Price	Quantity	Amount <small>Comparison of pricing to industry standards or competitors</small>

Crew	Hours	Rate	Amount
<small>Number of crew members assigned to the job</small>			

NOTES:	
<ul style="list-style-type: none"> Interior spaces of the property Exterior spaces of the property Special instructions or requests from the client (e.g. use of eco-friendly cleaning products, specific areas that need extra attention, etc.) Estimated duration of the job Description of any specialized equipment needed for the job (e.g. floor waxing machines, high-reach cleaning tools, etc.) 	

Total Material	
Total labor	
Taxes	
Other charges	
Total	

YOUR CONTACT INFORMATION

YOUR LOGO HERE

PAYMENT INFORMATION

Customer Name:

Email:

Address:

Home Phone:

City:

State:

Zip Code:

Cell Phone:

Credit Card Type:

Visa

MasterCard

American Express

Discover

Name as Appears on Credit Card:

Credit Card #:

Expiration Date: (mm/yyyy)

Security Code: 3 Numbers on Back of Card

Full Payment: \$

Monthly Payment: \$

Start Billing on :

Cardholder Signature:

Date: (mm/yyyy)

ACCEPTED BY:

Signature

Date:

Limited Warranty: All raw materials, parts and equipment provided by us and installed in conjunction with the Work outlined above, if any, are warranted by the Manufacturer or Suppliers for One (01) year unless indicated otherwise in writing.

Labor Warranty will be for a term of 1 year from the completion of work outlined above unless indicated in writing. All work to be completed in a workmanlike manner according to standard practice and code compliance.

Terms and Conditions

I, the undersigned, have full authority to order the Work outlined above of which Work has been completed to my complete satisfaction.