

**Office Cleaning Services  
Bid Proposal**

**This Packet Includes:**

1. General Information
2. Instructions and Checklist
3. Office Cleaning Services Bid Proposal

**General Information  
Office Cleaning Services Bid Proposal**

This Office Cleaning Services Bid Proposal is for use when submitting a bid to a company in order to clean an office or a suite of offices. This proposal sets forth the size of the office, a detailed description of the services to be performed and how payment should be made for the cleaning services (i.e., daily, weekly or monthly). This proposal also sets out who will supply the cleaning materials, the dates of cleaning services, the term of the agreement and how the agreement can be terminated.

It is important that this type of bid proposal be clearly set forth in writing. A written Office Cleaning Services Bid Proposal will serve as a written record of your proposal to provide office cleaning services to a customer.

**Instructions and Checklist  
Office Cleaning Services Bid Proposal**

- ☐ The parties should read the agreement carefully.
- ☐ Insert all requested information in the spaces provided on the form.
- ☐ This form contains the basic terms and language that should be included in similar agreements.
- ☐ The client/customer who accepts the bid proposal must sign the document.
- ☐ Both parties should retain either an original or copy of the signed agreement.
- ☐ All legal documents should be kept in a safe location such as a fireproof safe or safe deposit box.

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**OFFICE CLEANING SERVICES BID PROPOSAL**

<b>Proposal #:</b>	<b>Date:</b>
<b>[Name of the entity]</b>	<b>Prospective Client Name:</b>
[Address of office]	[Address of office]
[City, state, ZIP]	[City, state, ZIP]
<b>Phone:</b>	<b>Phone:</b>
<b>Fax / Email:</b>	<b>Fax / Email:</b>
<b>Prepared By:</b>	<b>Contact Name:</b>

Dear Mr. / Ms. \_\_\_\_\_,

We hereby submit estimates for the following Cleaning Services of your office located at the aforementioned address.  
The size of the office is \_\_\_\_\_ Sq Ft.

The Services we will provide are as follows:

No	Service Description	Amount Payable (Daily / Weekly / Monthly)
1		
2		
3		
4		
5		
TOTAL		

**TERMS AND CONDITIONS:**

1. Cleaning supplies to perform this service will be supplied by: \_\_\_\_\_
2. The terms of this Agreement will take place: \_\_\_\_\_Time(s) Per \_\_\_\_\_
3. Total costs of service will be: \$\_\_\_\_\_ and payable on \_\_\_\_/\_\_\_\_/\_\_\_\_
4. Date of service will be \_\_\_\_\_
5. This Agreement will expire on \_\_\_\_\_
6. In the event this proposal proves unsatisfactory by either party. It may be terminated by a \_\_\_\_\_ day written notice by either party.

Quoted By: \_\_\_\_\_ [Signature & Name]

**Acceptance of Proposal-** The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as described above to do the work in a timely and professional manner. Payment will be made on the date described above.

\_\_\_\_\_  
**Signature of Acceptance**

\_\_\_\_\_  
**Date**