

Sample Business Proposals



Janitorial Services Sample Proposal

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Cover Letter, Title Page, Table of Contents, Non-Disclosure Form (Long Version), Cost Summary, Contract and Terms, Qualifications, Company History, Services Provided, References



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Marty Simons
General Manager
Syntax Offices
1217 108th Avenue
Bellevue, WA. 98056

Dear Mr. Simons,

I appreciate the opportunity to speak with you last week and enjoyed learning more about your business. In our conversation, we discussed your cleaning needs and how Gen-Serv Maintenance Supply can help you.

As specialists in Flooring and General Cleaning services for over 25 years, we pride ourselves in providing clients with professional service, guaranteed quality and the highest level of efficiency.

I am pleased to provide the following quote per your request. The attached cost summary is based on our conversation of your current needs. Adjustments can be made as we customize your services.

I look forward to discussing your project with you in more detail shortly.

Please contact me directly anytime you have additional questions or requests.

Sincerely,

Brian Mossey
Owner
Gen-Serv Maintenance Supply
800-622-0295 office

bmossey@Gen-Serv.com
www.Gen-Serv.com

Gen-Serv Maintenance Supply
1640 Harding Highway
Newfield, NJ 08344

Phone: 800-622-0295

E-Mail: info@Gen-Serv.com
URL: www.Gen-Serv.com



Proposal

Facility Cleaning Services

Prepared for: Marty Simons
General Manager

Prepared by: Donnell Holland
Surveyor




Description

As specialists in Flooring and General Cleaning services for over 25 years, Gen-Serv Maintenance Supply has provided clients with professional service, guaranteed quality and the highest level of efficiency.

Gen-Serv Maintenance Supply proposes providing cleaning services to Syntax Offices

Survey Number: 126-1304
Surveyor: Donnell Holland



www.Gen-Serv.com



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Non-Disclosure

THIS AGREEMENT is made this <<Day>> day of February, <<Year>>, by and between Gen-Serv Maintenance Supply (“Company”) and Syntax Offices (“Customer”).

Each of the undersigned parties understands that both parties have a desire to establish an employment, consulting or other business relationship between the Company and the Customer.

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[The Proposal Pack Non-Disclosure is a 4 page agreement (a short form version is also available). See the Proposal Packs for the complete text of the Non-Disclosure agreement]

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General Provisions

Governing Body. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey. Exclusive jurisdiction and venue shall be in the Camden County, New Jersey superior courts.

Entire Agreement. This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof. The prevailing party in any action to enforce this Agreement shall be entitled to costs and attorneys’ fees.

Binding Effect. This Agreement shall be binding upon and inure to the benefit of Customer and Developers and their respective successors and assigns, provided that Developers may not assign any of his obligations under this Agreement without Customer’s prior written consent.

EXECUTED as of the date first written above.

Syntax Offices

Gen-Serv Maintenance Supply

By: _____

By: _____

Title: _____

Title: _____

Date signed: _____

Date signed: _____



Services Provided

Gen-Serv Maintenance Supply will provide the following services to Syntax Offices. Services listed here include pre-production, production and post-production services unless otherwise covered under a separate agreement.

Area: 1st Floor 10,000 sq. ft.

| Task | Frequency Per Week |
|------------------------------------|---------------------------|
| Empty All Office Trash Receptacles | 5 x Week |
| High Dust Offices | 4 x Week |
| Vacuum Traffic Areas | 1 x Week |
| Fully Vacuum All Carpets | 1 x Week |
| Clean & Disinfect Restrooms | 5 x Week |

Area: 2nd Floor 12,500 sq. ft.

| Task | Frequency Per Week |
|------------------------------------|---------------------------|
| Empty All Office Trash Receptacles | 5 x Week |
| High Dust Offices | 1 x Week |
| Vacuum Traffic Areas | 4 x Week |
| Fully Vacuum All Carpets | 1 x Week |
| Clean & Disinfect Restrooms | 5 x Week |

Area: Lobby 2,500 sq. ft.

| Task | Frequency Per Week |
|------------------------------------|---------------------------|
| Empty All Trash Receptacles | 5 x Week |
| Clean Elevator | 5 x Week |
| Clean Entrance Glass and Door Jams | 5 x Week |
| Sweep Entrance Steps | As Needed |
| High Dust Ledges | 1 x Week |
| Polish Reception Desk | 1 x Week |
| Dust Mop Floor | 5 x Week |
| Full Mop Floor | 5 x Week |
| Burnish Floor | 1 x Week |
| Clean & Disinfect Restrooms | 5 x Week |

Project Schedule

| Area | Task | Frequency |
|-------------------|--------------------|------------------|
| 1st and 2nd Floor | Bonnet Carpet | 3 x Year |
| 1st and 2nd Floor | Extract Carpet | 1 x Year |
| Lobby | Top Scrub & Recoat | 3 x Year |
| | | 1 x Year |



S A M P L E

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