

# Office Cleaning Cost Proposal

Date:

Prepared for:

Company Name:

## Scope of Work

- Daily office cleaning
- Trash removal
- Restroom sanitation
- Carpet vacuuming
- Desk and surface dusting

## Cost Breakdown

Service	Frequency	Monthly Cost
General Office Cleaning	<input type="text"/>	<input type="text"/>
Restroom Cleaning	<input type="text"/>	<input type="text"/>
Carpet Cleaning	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>

## Terms & Conditions

- Invoices are issued monthly.
- 30-day notice required for cancellation.
- Supplies included in the cost.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_