

Professional Cleaning Business

Proposal



Project Proposal – (proposal_name)

Client – (client_name)

Delivered on – (submission_date)

Submitted by – (user_assigned)

Cover Letter for Professional Cleaning Business Services



Dear (client_name),

Thank you for reaching out to us for the cleaning business service need. Keeping in mind the importance of clean environment, (client_name) needs cleaning services in their office premises. We will provide a cleaning facility and involving all the scrubbing, dusting, and polishing to create a safe, healthy working environment for employees.

We are confident that by our experience your firm will be able to achieve the goals as mentioned below –

- Provide and maintain all necessary cleaning equipment to the Company, including floor machines, buffers, vacuums, maid carts, buckets, mops, and brooms.
- Create a comprehensive cleaning schedule designed specifically for the office facility.
- Maintain the sanitation of buildings and properties over the long term.
- Provide cleaning and polishing solutions to clean the wooden surfaces and windows.








We will prepare the initial design phase of the project to give you cleaning business services that will keep your office beautiful and clean.

Feel free to contact us in case of any issue.

Sincerely,
(company_name)

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01



Project Context and Objectives



Project Context and Objectives for Professional Cleaning Business Services



PROJECT CONTEXT

We have identified that (client_name) is facing difficulty in performing the cleaning services in office premises to prevent the spread of germs, and bacteria and provide employees a clean and safe working environment.



PROJECT OBJECTIVES >>>

- We will provide and maintain all the necessary cleaning equipment that fully meet the (client_name) requirements. We perform all the cleaning services so that the employees can focus on the tasks at hand.
- We will combine our vigorous cleaning and tracking procedures with a cleaning schedule which fulfills client needs and requirements.
- We will provide well trained cleaners, who are supervised regularly and monitored by our managers. We also ensure to maintain proper safety standards in connection with the Company of the Services.
- Add text here

02



Our Process

- › Scope of Services
- › Cleaning Service Schedule
- › Additional Service Offerings



Scope of Services for Professional Cleaning Business Services



Washing



- › Washing the walls, ceilings, floors and clean the stairs
- › Cleaning the pantry and washrooms every hour
- › Add text here

Floor Cleaning



- › Cleaning, scrubbing and dusting the floors and surface area at every interval
- › Add text here

Polishing



- › Polishing of all surfaces and windows
- › Add text here
- › Add text here

Office Cleaning



- › Cleaning the workplace of employees, including – entrance room, rest rooms
- › Cleaning the windows and the walls at every floor.
- › Add text here

Carpet Cleaning





- › Cleaning the carpet by using hot water extraction
- › Vacuuming of carpets
- › Add text here

Window Cleaning





- › Cleaning the windows at every floor area
- › Removing marks, stains, and odor efficiently
- › Add text here


Professional Cleaning Business Services Schedule (1/2)

»» Service Day

Service Name 

Service Hours 

Description 

(client_name) will set the cleaning schedule in which (company_name) will provide the cleaning services-

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Service Name	Mop and Cleaning	Polishing	Vacuum	Add text here	Add text here	Add text here	Add text here
Service Hours	(Start time) to (End Time)	(Start time) to (End Time)	(Start time) to (End Time)	(Start time) to (End Time)	(Start time) to (End Time)	(Start time) to (End Time)	(Start time) to (End Time)
Description	Add text here	Add text here	Add text here	Add text here	Add text here	Add text here	Add text here



Professional Cleaning Business Services Schedule (2/2)

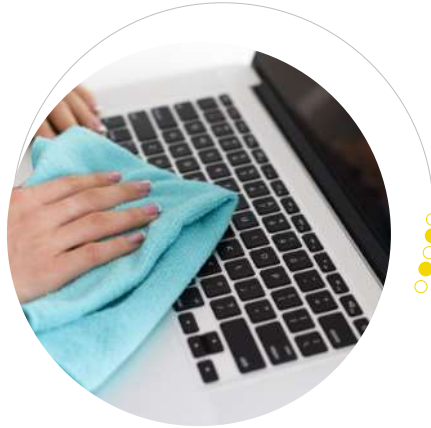


DAILY CLEANING SCHEDULE

Services will be performed according to the time schedule given by (client_name) during morning hours on Monday – Friday.

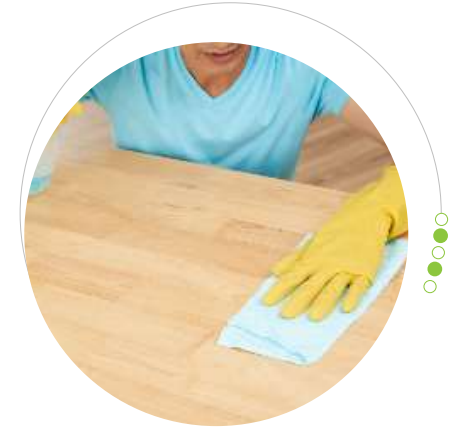
Below are the key areas for daily cleaning-

- › Entrances
- › Reception area
- › Hallways
- › Offices conference rooms
- › Lunch rooms
- › Common areas



WEEKLY AND MONTHLY CLEANING SCHEDULES

- › Thoroughly dust all horizontal surfaces of office furniture which includes desks, cubicles computer monitors, tables, file cabinets, and wall hangings.
- › Wipe clean all telephone receivers and dust the bases.



MONTHLY CLEANING SCHEDULE

- › Thoroughly dust all vertical surfaces of office furniture, including desks, cubicles, tables, chairs, file cabinets, etc.
- › High dusting of air vents, tops of doors, door frames, ceiling corners, and edges etc. Dust all baseboards & window blinds Vacuum upholstered furniture to remove dust and lint.
- › Clean spots/smudges from walls.
- › Clean refrigerator and microwave.

Additional Services for Professional Cleaning Business Services



Hard Surface Floor Cleaning

- › Burnishing
- › Top scrub and refinish (wax)
- › Strip and refinish



Lighting

- › Cleaning lights and light fixtures
- › Replacing bulbs



Procurement of supplies

- › Paper products
- › Hand soap
- › Trash can liners
- › Dispensers and containers
- › Other consumable supplies



Kitchen Cleaning

- › Cleaning of refrigerators, dishwashers and microwave ovens
- › Cleaning of cabinets



03









Your Investment



Your Investment for Professional Cleaning Business Services (1/3)



Stages	Price	Hours per week	Total Cost
General Cleaning 	\$70	10	\$700
Floor Cleaning 	\$40	10	\$400
Polishing 	\$75	10	\$750
Office Cleaning 	\$50	10	\$500
Carpet Cleaning 	\$30	10	\$300
Window Cleaning 	\$30	10	\$300
Total (before tax)			\$XXX
Taxation Rate, 5.5%			\$XX
Total			\$XXXX

Your Investment for Professional Cleaning Business Services (2/3)












STAGES

PRICE

»»	 Hard Surface Floor Cleaning	\$150
»»	 Lighting	\$350
»»	 Procurement of Supplies	\$300
»»	 Kitchen Cleaning	\$350

Your Investment for Professional Cleaning Business Services (3/3)

(company_name) will perform different activities in different phases –

	 Activities	 Hours per Week	 Estimated Cost
General Cleaning 	<ul style="list-style-type: none"> › Washing the walls, ceilings, floors and clean the stairs › Cleaning the pantry and washrooms every hour › Add text here 	10	\$700
Floor Cleaning 	<ul style="list-style-type: none"> › Cleaning, scrubbing and dusting the floors and surface area at every interval. › Add text here 	10	\$400
Polishing 	<ul style="list-style-type: none"> › Polishing of all surfaces › Add text here 	10	\$750
Office Cleaning 	<ul style="list-style-type: none"> › Cleaning the workplace of employees, including – entrance room, rest rooms › Cleaning the windows and the walls at every floor › Add text here 	10	\$500
Carpet Cleaning 	<ul style="list-style-type: none"> › Cleaning the carpet by using hot water extraction › Vacuuming of carpets › Add text here 	10	\$300
Window Cleaning 	<ul style="list-style-type: none"> › Cleaning the windows at every floor area › Removing marks, stains, and odor efficiently › Add text here 	10	\$300

04



Company Overview

- › Why Us
- › About Us
- › Our Team



Why Us for Professional Cleaning Business Services



We are committed in providing you and your business with the best commercial building cleaning services

Our Client (client_name) requires comprehensive cleaning services that is affordable and flexible. We ensure to provide commercial cleaning services at the best possible cost which helps in promoting clean, safe and healthy work environment



- We are a global leader in advanced commercial cleaning practices and innovations.
- We are known for delivering a reliable, efficient and trustworthy cleaning service.
- Our team of professional cleaners has expertise in delivering customized cleaning solutions that fits clients' need and budget.
- Add text here



About Us for Professional Cleaning Business Services



WHO WE ARE

Founded in  2005

- We are a professional cleaning company to provide first-class and superior services that is affordable and flexible to our clients. We offer cleaning services that can be tailored with their needs and budget.
- We also specialize in commercial office cleaning services that can enhance clients' working environment and image.



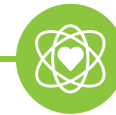
Vision

- › To be recognized by our clients, employees and the industry as the most respected and the leading provider of contract cleaning services.



Mission

- › To provide the highest quality commercial cleaning service available by exceeding the expectations of our clients.



Core Values

- › Integrity
- › Commitment
- › Add text here

Our Team for Professional Cleaning Business Services (1/2)

Rebekah Marshall
Director



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Daniella Gatewood
Cleaning Manager



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Nina Ewell
Cleaning Coordinator



Our Team for Professional Cleaning Business Services (2/2)

Michael Morgan

Cleaning Supervisor



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Sara Bennett

Cleaning Supervisor

05



Our Past Experience

› Client Testimonials



Client Testimonials for Professional Cleaning Business Services (1/2)



Ben Watts

Company Name



Dexter Turner

Company Name



Isabella Owen

Company Name



(company_name) has done a remarkable job. Both field and staff has accomplished the work in a professional and thorough manner and on schedule. I have received many compliments on the building



We would like to give our sincere thanks to every person at (company_name) who had a hand in this cleaning project. We are very pleased with cleaning services and looking forward to work with your professional team again in the future



(company_name) is very hard-working and thoughtful. They always inform us about the time frames, changes and costs. They are certainly an asset for our company

Client Testimonials for Professional Cleaning Business Services (2/2)

Edward Spencer
Designation
Company Name



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Gloria Hooper
Designation
Company Name



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06




Statement of Work and Contract



Statement of Work and Contract for Professional Cleaning Business Services

 | Date: {date_submitted}

 | Between "us", {company_name}, and "you", {client_name}

 | You {client_name}, located at {client_address} are hiring {company_name} located at (address) to provide cleaning business services for the estimated total cost of \$XXXX.



CONTRACT

Services Rendered

- › 3 weeks opportunity to review our work and provide feedback
- › Not liable to the firm and third party for damages

Cooperation

- › We agree to put our best efforts in return we expect your cooperation in providing the required information related to company infrastructure

Terms of Payment

- › Fifty percent of initial fees at the point of contract signing and it will act as a deposit
- › Remaining 50% must be submitted after project completion

Plans Cancellation

- › Right modify, reject, cancel or stop at any point processes but are imbibed to reimburse us all costs and expenses

Confidentiality

- › All efforts to preserve the confidentiality of information

Terms and Termination

- › This agreement should commence from (date) and shall continue till termination by either party by not less than 60 days notice given in writing

07

Next Steps



Next Steps for Professional Cleaning Business Services



It is requested to read the contract to get an understanding of the details involved in working with us. Everything should be fair, transparent and easily understandable at the beginning to lay a solid foundation for better work relationships.

We firmly believe in clarifying things and sorting out the issues in order to find the most suitable way to work together.

- › Discuss the desired changes
- › Accept the proposal
- › Sign and finalize the proposal
- › Submit an initial payment of 50% of total fee of the project
- › Once we get the notification of your proposal accepted, we will send you the separate copy of the signed contract for your record
- › Feel free to contact
- › Add text here
- › Add text here



SIGNATURE

Proposal Lead
{user_assigned}. {user_title}



SIGNATURE

Default Contract
{user_contact_first}. {client_contact_last}
{client_name}



Contact Us for Professional Cleaning Business Services




COMPANY NAME

»» ABC Pvt. Ltd.


COMPANY ADDRESS

»» #Street Number , City , State


CONTACT NUMBERS

»» 0123456789


EMAIL ADDRESS

»» Emailaddress123@gmail.com

Icons Slide for Professional Cleaning Business Proposal



Additional Slides

Vision and Mission for Professional Cleaning Business Services



Vision

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Mission

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Goal

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30 60 90 Days Plan for Professional Cleaning Business Proposal



30

Days

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60

Days

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90

Days

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Timeline for Professional Cleaning Business Proposal

2016



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2017



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2018



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2019



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2020



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Roadmap for Professional Cleaning Business Proposal

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