

Your Name Here

P.O. Box 34075
San Diego, CA 92163
Web: JumpIntoJanitorial.com

Office: (619) 294-7865
Cell: (619) 555-5133
Email: globalron007@aol.com

Proposal

Company: **Acme Paper Company**
Location: **123 Main St.**
City/Zip: **San Diego, CA 92103**
Contact: **Joe Acme**
Email: **info@acme.com**
Phone: **619-555-1234**
Fax: **619-555-9874**

We hereby submit an estimate for: **Five days per Week Service**

Duties:

Office Areas	Dust all items including desks, chairs, files, shelves, sill, edges, corners, office equipment, etc. Vacuum carpets, take trash to the outside containers, sweep and wash floors, wash counters and clean glass doors.
Kitchen Area	Clean sink, microwave, counters, tables, tables, sweep and wash floor.
Restrooms (3)	Clean and sanitize
Lobby	Clean glass door, sweep and wash floor.
Special Instructions:	Clean after 7pm

Objective:

Maintain a professional appearance.

Estimates for Services

*** Five days per Week Service.....\$1500 monthly**

Extra Charges

Initial Charge	\$300
Window Washing (In and Out)	\$200 per cleaning
Carpet Cleaning	\$300 per cleaning
Floor Stripping	\$699 per cleaning

Terms & Conditions

1. Cleaning supplies to perform service will be provided by Your Name Here.
2. All rest rooms supplies, trash bags and special cleaning supplies will be provided by the customer.
3. Date of service to begin will be:
4. This offer or agreement expires on:
5. In the event that this Agreement proves unsatisfactory, it may be terminated by a 30 day written notice by either party.
6. Yearly price increase will go into effect of the cost of living index and all costs associated with the job as the increase of minimum wage, costs of supplies etc. Minimum 3%.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Authorized
Signature _____

Date: _____

Your Name Here Representative: Your Name Here (03/21/2007)