[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Cleaning service quote template

A clear quote for cleaning work - scope, frequency and price.

Quote number	[Q-0001]
Date	[Date]
Prepared for	[Customer name]
Valid until	[Date, e.g. 30 days]

Scope of work

- [Property type and size, e.g. 3-bed house] - [detail]
- [Rooms and tasks included] - [detail]
- [Frequency, e.g. weekly] - [detail]
- [Extras, e.g. oven clean, windows] - [detail]

Price

Item	Amount
[Regular clean - per visit]	[£ amount]
[Deep clean - one-off]	[£ amount]
Total	[£ total]

Exclusions

[e.g. excludes exterior windows, carpet shampooing unless agreed]

Acceptance

I accept this quote. Signed: [Customer signature] Date: [Date]

Sign-off

Quoted by	Signature	Date