

# Office Cleaning Services Proposal

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

## To:

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

## Subject: Proposal for Housekeeping Services

Dear [Client's Name],

We are pleased to offer our professional housekeeping services to meet your office cleaning needs. Our experienced team is dedicated to providing a clean, safe, and welcoming environment for your staff and clients.

### Scope of Services:

- Daily Cleaning of Workspaces
- Restroom Sanitation
- Floor Care and Maintenance
- Trash Removal
- Window Cleaning

### Pricing:

Our competitive pricing starts at [Insert Price] per week/month based on the size of your office and the frequency of cleaning.

## **Terms & Conditions:**

Please review the attached terms and conditions of our service agreement.

We look forward to the opportunity to work with you and enhance your workplace environment. Please feel free to contact us if you have any questions or would like to schedule a meeting to discuss this proposal further.

Thank you for considering [Your Company Name] for your office cleaning needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]