

One-Time Cleaning Services Proposal

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Dear [Client's Name],

We are pleased to present our proposal for one-time cleaning services for your facility. At [Your Company Name], we understand the importance of maintaining a clean and welcoming environment, and we are dedicated to providing high-quality cleaning services tailored to your needs.

Proposed Services:

- Thorough dusting and vacuuming of all areas
- Kitchen cleaning (including appliances, countertops, and floors)
- Restroom sanitization and restocking supplies
- Window cleaning (interior and accessible exterior)
- Floor care (mopping, polishing, etc.)

Pricing:

Our estimated cost for the one-time cleaning service is \$[Insert Amount]. This price includes all labor, supplies, and equipment needed to complete the job efficiently.

Timeline:

We are available to perform the cleaning on [Insert Date], and we anticipate the job will take approximately [Insert Duration] hours to complete.

Conclusion:

We appreciate the opportunity to submit this proposal and look forward to the possibility of working with you to maintain the cleanliness and hygiene of your space. Please feel free to contact us at [Your Phone Number] or [Your Email Address] with any questions or to schedule our services.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]