

Commercial cleaning proposal

Fictional example for reference

Example Cleaning Co. and Northfield Office Centre are fictional. The scope and CAD prices illustrate one proposal, not a market rate or universal cleaning standard.

Proposal details	Details
Prepared by	Example Cleaning Co. Proposal enquiries: hello@example.com
Prepared for	Northfield Office Centre Attention: Office Manager
Service property	Northfield Office Centre Reception, offices, two washrooms and one breakroom
Proposal reference	NOC-2026-11
Prepared date	October 20, 2026
Pricing valid until	October 30, 2026

Thank you for the opportunity to care for your office. We propose the routine cleaning below to keep your reception, shared work areas and facilities ready for the next working day. This proposal sets out the included work, the planned visits and the price for the quoted period.

Service schedule

Quoted period: November 1 to 30, 2026

Tuesday, Thursday and Saturday, 6:00 to 9:00 p.m. site local time

First visit: Tuesday, November 3, 2026, subject to confirmation

Planned dates: November 3, 5, 7, 10, 12, 14, 17, 19, 21, 24, 26 and 28.

The quote covers the visits listed above. The service window sets when we can access the site; it does not determine billable crew time. We will agree any access or holiday changes before adjusting the schedule or price.

Included cleaning scope

The routine price covers the areas and tasks in this table. Work is limited to agreed, accessible areas; staff papers, personal items and equipment stay in place.

Area	Included tasks	Frequency	Scope limits
Reception and offices	Vacuum accessible carpet and mats. Sweep and damp mop accessible hard floors. Wipe cleared desks, counters, door handles and light switches with surface-appropriate products.	Every visit	Cleared surfaces only. No moving furniture or handling papers, screens or personal items.
Washrooms	Clean toilets, basins, taps, counters and mirrors. Wipe handles and switches, mop floors, empty bins and replenish the agreed dispensers from site stock.	Every visit	Routine appearance cleaning only. Report leaks, damage or empty consumable stock.
Breakroom areas	Wipe cleared counters, the sink, tables and appliance exteriors. Vacuum or sweep and damp mop the accessible floor.	Every visit	Dishes, food disposal and appliance interiors are not included.
Waste and recycling	Empty the agreed desk-side and shared bins, replace liners as needed and take bagged waste and sorted recycling to the designated onsite collection point.	Every visit	Use the site's waste streams. No offsite hauling, sharps or hazardous waste.
Entrance glass	Remove fingerprints and visible marks from the agreed interior entrance-door glass and adjacent internal glass panels within normal reach.	Last visit each week	Included on the last scheduled visit each week in the quoted period. No exterior, high-access or post-event glass work.

Work outside this price

Floor stripping or refinishing, carpet extraction, exterior or high-access windows, post-construction or post-event cleaning, appliance interiors, dishwashing and hazardous or specialist cleaning are excluded. Moving heavy furniture and servicing locked or inaccessible rooms are also outside the routine scope.

Quarterly floor refinishing is not part of this quote. We can review the floor condition and provide a separate scope, schedule and price if requested. An interior-glass cleanup after an event would also need a separate quote and approval; neither is included in the quoted routine subtotal.

Price for the quoted period

Item	Quoted basis
Routine cleaning per visit	CAD 160
Planned visits in the quoted period	12
Routine subtotal before tax	CAD 1,920
Optional or periodic work	Not included; quoted separately

All amounts are in Canadian dollars. Tax is excluded from this illustration. We will confirm applicable tax and the final customer total before approval; this example does not assume a tax rate or registration status.

We propose invoicing at the end of the quoted period for the agreed visits, with any approved changes listed separately. Payment timing and other commercial terms will be confirmed in the service agreement before work begins.

How the service will run

Products and equipment. We supply routine cleaning products, cloths, mops and vacuum equipment suited to the agreed surfaces. The site provides water, electricity and an agreed secure storage space.

Consumables. The site supplies toilet paper, hand soap, paper towels and bin liners. We replenish the agreed dispensers from this stock and report low stock; purchasing these items is not included.

Access and completion. The site's designated contact coordinates access and areas unavailable on a visit. Credentials are shared through a separate secure process, not this proposal. We record the visit checklist and any access limits or issues. Photos are taken only where the site has agreed permission.

Questions and corrections. Please send service questions to our proposal contact with the area and visit date. We will review the concern and agree the appropriate follow-up. Requests outside this scope receive a separate quote before additional work is scheduled.

Next steps

Please reply to our proposal contact with your preferred start date and any scope questions. We will confirm access, the visit schedule, applicable tax and the final total with you, then provide the service agreement for review before scheduling the first visit.

This proposal summarizes the offered work and price. The separate service agreement records the final commercial terms and approval.