

# COMMERCIAL CLEANING SERVICE QUOTE

Client Name: \_\_\_\_\_ Quote Number: \_\_\_\_\_

## Client Contact Information:

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

## Service Location Details:

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## Service Description and Scope:

This quote covers commercial cleaning services to be provided at the Client's premises. Services include but are not limited to: general office cleaning, floor maintenance, restroom sanitation, window cleaning, trash removal, and any specialized services requested in writing by the Client prior to service commencement. The scope of work and frequency of services will be detailed in the final agreement.

## Quotation Summary:

Service Frequency: \_\_\_\_\_

Estimated Hours per Visit: \_\_\_\_\_

Hourly Rate (USD): \_\_\_\_\_ USD

Estimated Total Cost (USD): \_\_\_\_\_ USD

## Payment Terms:

Payment is due within thirty (30) days from the date of invoice unless otherwise agreed in writing. Invoices will be issued monthly or upon completion of services, as specified in the final agreement. Late payments may incur interest charges at a rate of 1.5% per month or the maximum permitted by law, whichever is less.

## Terms and Conditions:

### 1. Service Performance

The Service Provider agrees to perform cleaning services in a professional and workmanlike manner consistent with industry standards.

### 2. Client Obligations

The Client shall provide access to premises and utilities as necessary for the Service Provider to perform services.

### 3. Liability

The Service Provider shall maintain general liability insurance and is not liable for damages caused by pre-existing conditions or Client property.

**4. Termination**

Either party may terminate the agreement with fourteen (14) days written notice. Payment is due for services rendered through the termination date.

**5. Confidentiality**

Both parties agree to keep all confidential information obtained during the engagement private and will not disclose to third parties.

**6. Governing Law**

This quote and any subsequent agreement shall be governed by the laws of the State where the services are performed, without regard to conflict of laws.

**7. Entire Agreement**

This document, along with any attachments or amendments signed by both parties, constitutes the entire agreement regarding the services offered.

**8. Dispute Resolution**

Any disputes arising from this agreement shall be resolved through mediation prior to any legal proceedings.

**9. Force Majeure**

Neither party shall be liable for delays or failure to perform due to causes beyond their reasonable control, including acts of God, labor disputes, or governmental regulations.

**10. Insurance and Compliance**

The Service Provider certifies it holds all necessary licenses and insurance required by law to perform the services described herein.

**SERVICE PROVIDER SIGNATURE**

**CLIENT SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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