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349 north pearl st 1 apto 408 | Brockton ma – 02301

## COMMERCIAL CLEANING SERVICES BID PROPOSAL

Proposal #:	Date:
Pelry Cleaning	Prospective Client Name:
349 north pearl st apto 408	[Address of office]
Brockton ma – 02301	[City, state, ZIP]
Phone: (508) 677-7589	Phone:
Fax / Email: info@pelrycleaning.com	Fax / Email:
Prepared By:	Contact Name:

Dear Mr. / Ms. \_\_\_\_\_,

We hereby submit estimates for the following Cleaning Services of your office located at the aforementioned address. The size of the office is \_\_\_\_\_ Sq Ft.

The Services we will provide are as follows:

No	Service Description	Amount Payable (Daily / Weekly / Monthly)
1		
2		
3		
4		
5		
TOTAL		

### TERMS AND CONDITIONS:

1. Cleaning supplies to perform this service will be supplied by: \_\_\_\_\_
2. The terms of this Agreement will take place: \_\_\_\_\_ Time(s) Per \_\_\_\_\_
3. Total costs of service will be: \$ \_\_\_\_\_ and payable on \_\_\_\_/\_\_\_\_/\_\_\_\_
4. Date of service will be \_\_\_\_\_
5. This Agreement will expire on \_\_\_\_\_
6. In the event this proposal proves unsatisfactory by either party. It may be terminated by a \_\_\_\_\_ day written notice by either party.

Quoted By: \_\_\_\_\_ [Signature & Name]

**Acceptance of Proposal-** The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as described above to do the work in a timely and professional manner. Payment will be made on the date described above.

\_\_\_\_\_  
Signature of Acceptance

\_\_\_\_\_  
Date