QUOTE

Business name

Street address

City, State ZIP

Phone

Email

Quote #

Date

Valid until

Prepared by

PREPARED FOR

Client name

Mailing address

City, State ZIP

Phone or email

SERVICE ADDRESS

Service address

City, State ZIP

SCOPE OF WORK

DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
Cleaning visits				
Standard clean	visit			
Deep clean, first visit	visit			
Move out clean, empty home	visit			
Hourly clean	hr			
Add-ons				
Inside oven	ea			
Inside fridge	ea			
Inside kitchen cabinets	visit			
Interior windows	window			
Baseboards, hand wiped	visit			
Laundry, wash and fold	load			
Change bed linens	bed			
Dishes washed and put away	visit			
Recurring plan				
Weekly visit	visit			

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DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
Biweekly visit	visit			
Visit every 4 weeks	visit			
Fees and deposit				
Deposit to hold the date	ea			
Pet charge	visit			
Late cancellation, inside 24 hours	ea			
Lockout, no access on arrival	ea			

Payment schedule

Exclusions

Subtotal

Tax %

Total

Deposit due at signing %

Balance due on completion

Prices are good until the date above. Changes to this scope are priced and approved in writing before the work is done.

Accepted: signing below approves the scope, price and payment terms in this quote.

Client signature

Date

Signature

Date