Janitorial Services Quote

Sparkle & Shine Cleaning Co. · 123 Business Road · Your City, ST 00000 · (555) 010-2030 · hello@yourcompany.com

Client: Harbor Point Dental Clinic · 1180 Commerce Blvd, Suite 200, Springfield

Quote CLN-2026-0169 · 11/12/2026 · Service: Commercial janitorial contract · Area: 4,200 sq ft, 2 restrooms, break room

Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Visits / mo	Cost
Empty bins, vacuum & mop all floors	■	■	■	■	■			21.65	**$822.70**
Restrooms - sanitise & restock	■	■	■	■	■			21.65	**$519.60**
Reception & waiting area dusting	■	■	■	■	■			21.65	**$259.80**
Break room & kitchenette wipe-down	■	■	■	■	■			21.65	**$324.75**
Treatment rooms - high-touch disinfecting	■	■	■	■	■			21.65	**$433.00**
Glass doors & partitions					■			4.33	**$129.90**
Floor scrub & buff (weekly)						■		4.33	**$194.85**
								Subtotal	**$2,684.60**
								Tax %	8
								TOTAL	**$2,899.37**

Shaded cells = scheduled days per week. Type 1 in a cell to add one; units and cost recalculate.

BILLING

First month - payable on signing	100%	$2,899.37

Terms

- Monthly price fixed for 12 months; 30 days' notice to cancel.
- Cleaners are insured, background-checked and uniformed.
- Consumables restocked at cost plus 10%.
- Quality inspection with the client every month.

Approved by: _____ Date: _____