



Your Company Name
123 Main St.
Any Town, MI 90135

November 21, 2022

We are pleased to offer the following quotation for the Basic 5 office cleaning program Bi-weekly (every other week) for the offices at the above address.

Basic 5 Office Cleaning Program – \$0.00 per cleaning - Basic 5 Office Cleaning includes - 5 cleaning procedures on a nightly basis which are... Nightly Trash Removal, Nightly Bathroom Cleaning, Nightly Dusting & Wiping, Nightly Carpet & Floor Mat Vacuuming, and Nightly Floor Sweeping and Mopping. (Nothing will be cleaned in the back shop area except for one shop restroom)

Your Company Name is responsible for ordering and providing: Paper towel and Toilet paper, Hand soap and Trash bags, as well as prompt payment of “due upon receipt” invoice, within 30 days of dated invoice. The Cleaning Guy is responsible for providing: Labor and Cleaning Supplies & Equipment.

Please Note; The Cleaning Guy LLC can give you more value for your money if you have more frequent cleanings for your facility (cleaning the building more frequently helps us work smarter keeping your facility at a higher level of cleanliness). If you choose to have your facility cleaned on an ongoing weekly basis instead of bi-weekly, then your per cleaning cost would be \$0.00 per cleaning.

The cleaning cost is determined by multiple factors but not limited to such things as... square footage of facility, condition/age of facility, convenience of location, amount of employee’s using facility, business environment, frequency of cleaning, how much tile, how many restrooms, how much carpeting, how many and types of floor mating, times facility is available, daily foot traffic, etc.

The following services are only done when requested at an extra cost and not included in the above services;

- Hot Water Carpet Extraction – cost and frequency to be determined
- Hospital Grade Disinfecting program - \$00.00 per occurrence (includes all touch points) if/when necessary
- Interior Perimeter Window Washing - \$0.00 per pane - frequency to be determined
- Exterior Perimeter Window Washing - \$0.00 per pane - frequency to be determined (we do not do any ladder work)
- Window Blind Cleaning – \$00.00 per. window blind – frequency to be determined (horizontal)

This is considered an **annually priced** contract and all cleaning procedure costs will be reevaluated in 365 days from start date. No price increase will be considered during this time to help you budget accordingly. Each year has an inflation cost increase *possibility*. Either party has a right to terminate this contract at any time for any reason without notice.

Most Sincerely,

I am in agreement to Weekly – Biweekly, cleaning
(circle one please)

Date _____

Randy Beardslee

Signed _____