**Cleaning Business Proposal Template**

Cleaning

Services
Proposal

|  |  |
| --- | --- |
| **Proposal For** |  |
| **Proposed By** |  |
| **Contact Information** |  |
| **Date** |  |
| **Proposal ID** |  |

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# Executive Summary

|  |  |
| --- | --- |
| Client Overview |  |
| Objective |  |
| Proposed Solution |  |
| Key Outcomes |  |
| Call To Action |  |

# Problem Statement and Client Need

|  |  |
| --- | --- |
| Current Situation |  |
| Business Impact |  |
| Source And Validation |  |

# Proposed Solution

|  |  |
| --- | --- |
| Component | Explanation |
| Solution Title |  |
| Overview |  |
| Alignment to Need |  |
| Key Features |  |
| Optional Add-Ons |  |

# Cleaning Plan and Quality Assurance

|  |  |
| --- | --- |
| **Area** | **Description** |
| Cleaning Schedule |  |
| Task Breakdown |  |
| Quality Standards |  |
| Supervision and Audits |  |
| Client Communication |  |

# Benefits and Value Proposition

|  |  |
| --- | --- |
| **Benefit Category** | **Client Value** |
| **Operational** |  |
| **Financial** |  |
| Strategic |  |
| **End-User Impact** |  |
| **Support and Service** |  |

# Scope of Work and Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Description** | **Timeline** | Owner |
| Phase 1 |  |  |  |
| Phase 2 |  |  |  |
| Phase 3 |  |  |  |
| Phase 4 |  |  |  |

# Pricing and Investment

|  |  |  |  |
| --- | --- | --- | --- |
| **Service / Item** | **Quantity / Period** | **Unit Cost** | **Line Total** |
|  |  | $0.00 | $0.00 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Investment** |  |  | **$** |

|  |  |
| --- | --- |
| Payment Terms |  |

# Timeline

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Target Date** | **Notes** |
| Walkthrough and Agreement |  |  |
| Cleaning Launch |  |  |
| First Quality Audit |  |  |
| Optional Services Scheduled |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONTH 1** | **MONTH 2** | **MONTH 3** | **MONTH 4** | **MONTH 5** |
| **MONTH START**  | **01/0000** | **02/0000** | **03/0000** | **04/0000** | **05/0000** |
| **WEEK**  | **1** | **2** | **3** | **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Phases, Tasks** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Phase 1, Task A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Phase 2, Task B |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# Terms and Conditions

|  |  |
| --- | --- |
| **Clause** | **Description** |
| Proposal Validity |  |
| Scope Changes |  |
| Payment Terms |  |
| Confidentiality |  |
| Support Terms |  |

# Call to Action and Acceptance

|  |  |
| --- | --- |
| Item | **Description** |
| Next Step |  |
| Client Signature |  |
| Provider Signature |  |
| Primary Contact |  |

# Appendices

|  |  |
| --- | --- |
| **Appendix** | **Description** |
| Appendix A |  |
| Appendix B |  |
| Appendix C |  |
| Appendix D |  |

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