QUOTE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

PREPARED FOR

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]
Facility: [Address, 8,000 sq ft]

Quote number: Q-0001
Date: 10/27/2026
Valid until: 11/26/2026

SERVICE	UNIT PRICE	QUANTITY	AMOUNT
Office cleaning, 5 nights a week Per month	$1,850.00	1	**$1,850.00**
Restroom supplies At cost, estimated per month	$140.00	1	**$140.00**
Carpet extraction Quarterly, per visit	$480.00	1	**$480.00**
Floor strip and wax Twice a year, per visit	$650.00	1	**$650.00**

NOTES/MEMO

Monthly price for 5 evening visits per week. Restroom supplies at cost. Insured and bonded. 30 days' notice to cancel.

Subtotal: $3,120.00
Total: **$3,120.00**