

[YOUR LOGO HERE]

Commercial Quote Sheet

Business Name:		Business contact:	
Company No:		Position in business:	
VAT No:		Business website and social handles:	
Address:		Frequency and day(s) preferred	
Mobile Number of main contact(s):		Current cleaning provider? Left them why? Notice period to be served?	
Land Line/Work Number/Ext:		Duration of clean from current cleaning provider?	
Email of main contact:		Product Smell preference?	
Email of accounts Dept or invoicing email if different from contact		Alarm	
How did you hear about CLEANING BUSINESS ?		Does the business have a covid risk assessment?	
Where are internal bins and waste to be placed?		Where are the emergency exits?	
Do you want CLEANING BUSINESS to provide a quote for janitorial goods? What?		If client provides janitoria products, where do they live? How will the cleaner let you know if we need them restocking?	

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Room/Area	Notes
Entrance Pay attention to clutter = 1 to 5 Pictures? Presentation stands? Floor materials? Any special instructions?	
Accounts Office Pay attention to clutter = 1 - 5 Does business have a nightly clear desk policy? Number of bins? Number of desks? Technology items to be anti-bac'd, E.G., phones, printer tops, button panels and sides Any special instruction?	
Open Plan Office Pay attention to clutter = 1 - 5 Does business have a nightly clear desk policy? Number of bins? Number of desks? Technology items to be anti-bac'd, E.G., phones, printer tops, button panels and sides	<i>Last office to clear of an evening = clean last</i>

Rota tasks week 1	e.g., skirting boards, doors, handles and switches in the entrance an office 1
Rota week 2	e.g Paintwork, doors, handles and switches in kitchen and office 2
Rota week 3	e.g. Wipe out and clean microwave and fridge (clear/don't clear any out of date products
Rota week 4	Use these boxes to keep up to date with additional tasks to keep on top of your client's business premises and so that you don't overwhelm your cleaner
Other notes	Use this box to add notes on any valuable items that you are NOT to touch/clean or to note if you need to undertake any additional tasks, such as emptying the kitchen bin and putting the bag in the outside bin in the communal bin shed.

How to use the Maid In Business commercial quoting template

- Please add your own logo and amend it as required to suit your cleaning business.
- Use the 1- 5 rating system to detail heavy build-up of limescale, for example, with 1 being no build-up and 5 meaning a lot of build-up and extra tools such as a sonic cleaning brush may be needed
- Make notes of clutter, and again give a 1 –5 score to determine if the cleaner can get to the whole kitchen work surface or to all the desks in an office, for example, or if extra time will be needed to clear areas before cleaning. Always ask your client on the quote if their business premises are always this tidy.
- Take note of what floors and tiles are made of in case they need to be treated in a particular way, for example, one cannot use a product on an unsealed floor as it will cause it to swell

If you need any further help with this template, please email hello@maidinbusiness.com

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Be [coached by Kelly on a 1 to 1 basis](#) to boost your profitability productivity and regain a work/life balance - use my knowledge to get ahead of your competitors in a fraction of the time!

Just starting out or have no budget yet? [Join Kelly in a private Facebook Group](#) and learn how to make your business profitable and productive! Learn to set and achieve business goals, streamline your business processes, improve your mindset and become a knowledgeable and confident business owner. Includes discounts on all other programs and templates for members.

[Find Maid In Business on Facebook](#) - For Blogs, training and tips for the savvy CLEANING BUSINESS OWNER.

[Find Maid In Business On Instagram](#) - For motivation, daily stories, thoughts, and behind-the-scenes.

[Find Maid In Business On YouTube](#) - New video content every Wednesday to learn the business skills needed to be a savvy, educated and successful cleaning business owner.

Want to know more about Kelly's professional background? Want to know if she can walk her talk? Connect on [LinkedIn](#).

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