

# [YOUR LOGO HERE]

## Domestic Quote Template

Please use, and amend, this template to gather all information you may need on your quote as well as for marketing and customer service information

**Date Quoted:**

**Quote emailed on:**

Client Name:		Preferred Day of Clean:	
Address of clean:		Frequency of clean:	
Client Mobile Number:		Duration of clean recommended:	
Client Land Line/Work Number:		Any special Cleaning Products needed:	
Client Email:		House Alarm Code:	
How did you hear about our cleaning service?		Key Code Box:	
Where is Vacuum/Mop Kept?		Client Pets, names and instructions on where they are allowed to be	

Room	Notes
<b>Kitchen</b> Pay attention to clutter = 1 to 5 Limescale on taps – 1 to 5 Grout work – 1 to 5 Floor materials Any special instructions, e.g. granite work tops	
<b>Lounge</b> Pay attention to clutter – 1 to 5 Skirting boards – 1 to 5 Blinds – made of? Any special instruction, e.g., Items on fireplace must be kept in the same position	
<b>Downstairs WC</b> Pay attention to clutter = 1 to 5 Limescale on taps – 1 to 5 Grout work – 1 to 5 Floor materials Any special instructions, e.g. don't use bleach	

<p><b>Hallway and stairs</b>  Pay attention to clutter – 1 to 5  Skirting boards – 1 to 5</p>	
<p><b>Principle bedroom</b>  Pay attention to clutter – 1 to 5  Skirting boards – 1 to 5  Blinds – made of?  Any special instruction, e.g., make the bed, where will the bed linen be, where should the dirty bed linen be put?</p>	
<p><b>Principle ensuite</b>  Pay attention to clutter = 1 to 5  Limescale on taps – 1 to 5  Grout work – 1 to 5  Floor materials  Any special instructions, e.g. Tile material and best product to clean it with</p>	
<p><b>Bedroom 2</b>  Pay attention to clutter – 1 to 5  Skirting boards – 1 to 5  Blinds – made of?  Any special instruction, e.g., make the bed, where will the bed linen be, where should the dirty bed linen be put?</p>	
<p><b>Bedroom 3</b>  Pay attention to clutter – 1 to 5  Skirting boards – 1 to 5  Blinds – made of?  Any special instruction, e.g., make the bed, where will the bed linen be, where should the dirty bed linen be put?</p>	
<p><b>Family bathroom</b>  Pay attention to clutter = 1 to 5  Limescale on taps – 1 to 5  Grout work – 1 to 5  Floor materials  Any special instructions, e.g. Tile material and best product to clean it with</p>	
<p><b>Additional Room(s)</b></p>	
<p><b>Rota tasks week 1</b></p>	<p>e.g. - skirting boards and doors in lounge and downstairs hallway</p>
<p><b>Rota week 2</b></p>	<p>e.g Paint work and doors in kitchen and lounge</p>
<p><b>Rota week 3</b></p>	<p>e.g. Grout work in kitchen/bathroom rotating month to month</p>

<b>Rota week 4</b>	Use these boxes to keep up to date with additional tasks to keep on top of your clients home
<b>Other notes</b>	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 empty the kitchen bin and put bag in the outside bin in the shed

### **How to use the Maid In Business quoting template**

- Please add your own logo and amend 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 is able to get to the whole kitchen work surface, for example or, if extra time will be needed to clear areas before cleaning. Always ask your client on the quote if their home is always this tidy
- Take a note of what floors and tiles are made of in case they needed to be treated in a particular way, for example one cannot use a product like Vikal for marble tiles as the product will eat into the marble

If you need any further help with this template please email [hello@maidinbusiness.com](mailto:hello@maidinbusiness.com)

