



PROPOSAL KIT SAMPLE

Janitorial Services Sample Proposal

Scroll down to read the first part of this sample. When purchased, the complete sample is 11 pages long and is written using these Proposal Pack chapters:

Cover Letter, Title Page, Table of Contents, Non-Disclosure Form (Long Version), Cost Summary, Contract and Terms, Qualifications, Company History, Services Provided, References, Back Page

This sample was created using **Proposal Pack Janitorial #3**. In the retail Proposal Pack you get the entire collection of samples (including this one) plus thousands of editable templates for creating an unlimited variety of custom proposals and other business documents.

[Click here to purchase Proposal Pack Janitorial #3](#)

The sample below **does not** include all of the sample's content. The complete version is included in every retail Proposal Pack product and must be purchased to see the rest of the content and to get the editable Word format version.

Read this article for more help - [How to Write a Janitorial or Cleaning Business Proposal](#)

Marty Simmons
General Manager
Syntax Offices
1217 108th Avenue
Newfield, NJ 08344

Mr. Simmons,

I appreciate the opportunity to speak with you last week and enjoyed learning more about your business. In our conversation, we discussed your cleaning needs and how Gen-Serv Maintenance Supply can help you.

As specialists in Flooring and General Cleaning services for over 25 years, we pride ourselves in providing clients with professional service, guaranteed quality and the highest level of efficiency.

I am pleased to provide the following quote per your request. The attached cost summary is based on our conversation of your current needs. Adjustments can be made as we customize your services.

I look forward to discussing your project with you in more detail shortly.

Please contact me directly anytime you have additional questions or requests.

Sincerely,

Brian Mossey
Owner
Gen-Serv Maintenance Supply
800-622-0295
bmossey@Gen-Serv.com
www.Gen-Serv.com



PROPOSAL

Facility Cleaning Services

Prepared for: Marty Simmons
General Manager

Prepared by: Donnell Holland
Surveyor

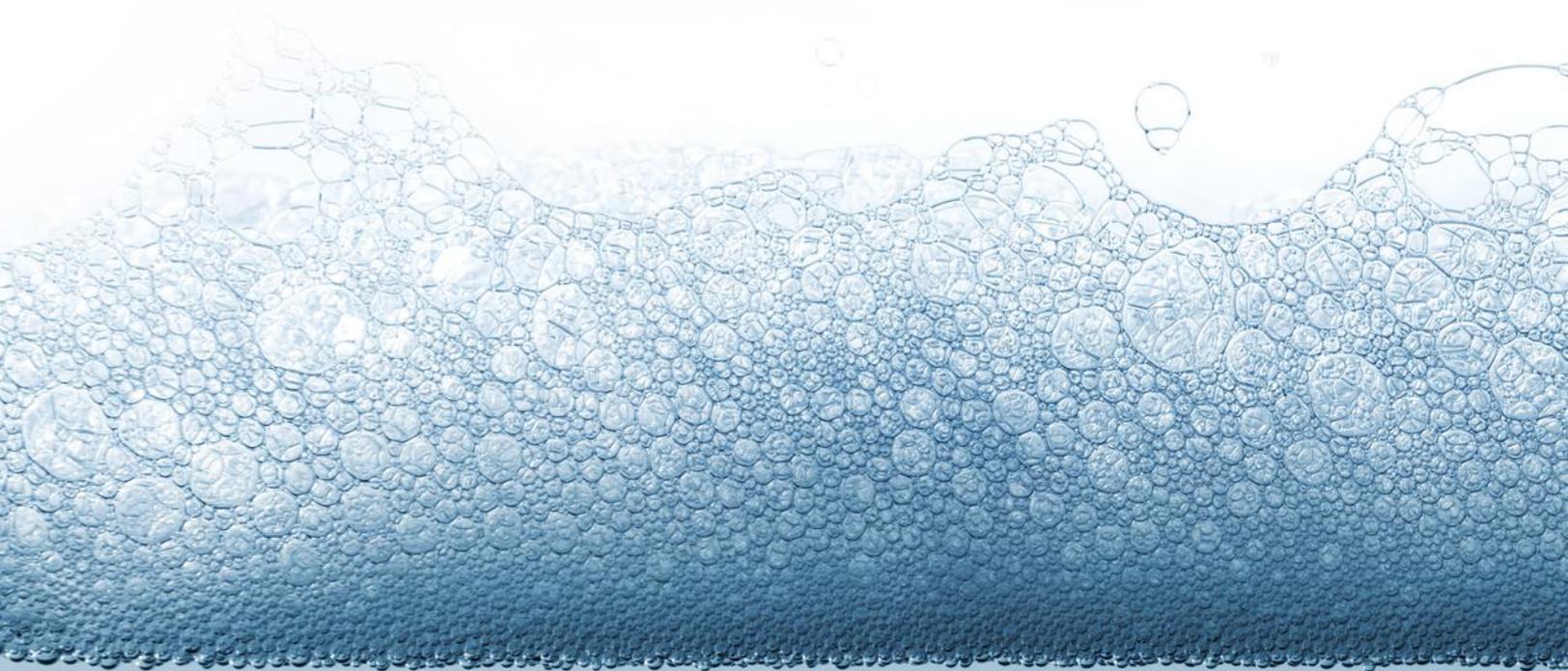




TABLE OF CONTENTS

Non-Disclosure Form.....	4
Services Provided	6
Cost Summary.....	7
Contract and Terms	8
Company History.....	9
Qualifications	10
References.....	11





NON-DISCLOSURE FORM

THIS AGREEMENT is made on this day 4/5/20XX, by and between Gen-Serv Maintenance Supply (hereafter referred to as “Company”) and Syntax Offices (hereafter referred to as “Customer”).

Each of the undersigned parties, and the Company, understands that both parties have a desire to establish an employment, consulting or other business relationship between the Company and the Customer.

.
.
[The Proposal Pack Non-Disclosure is a 4 page agreement (a short form version is also available). See the Proposal Packs for the complete text of the Non-Disclosure agreement]
.
.

4.1 Governing Body.

This Agreement shall be governed by and construed in accordance with the laws of the State of NJ. Exclusive jurisdiction and venue shall be in the Gloucester County, NJ Superior Court.

4.2 Entire Agreement.

This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof. The prevailing party in any action to enforce this Agreement shall be entitled to costs and attorneys’ fees.

4.3 Binding Effect.

This Agreement shall be binding upon and inure to the benefit of Customer and Developers and their respective successors and assigns, provided that Developers may not assign any of his obligations under this Agreement without Customer’s prior written consent.



Each party represents and warrants that, on the date first written above, that they are authorized to enter into this Agreement in entirety and duly bind their respective principals by their signature below:

EXECUTED as of the date first written above.

Syntax Offices

By: _____

Title: _____

Date signed: _____

Gen-Serv Maintenance Supply

By: _____

Title: _____

Date signed: _____





SERVICES PROVIDED

Gen-Serv Maintenance Supply will provide the following services to Syntax Offices.

Area: 1st Floor		Square Feet: 10,000
Task		Frequency Per Week
Empty All Office Trash Receptacles		5 x Week
High Dust Offices		4 x Week
Vacuum Traffic Areas		1 x Week
Fully Vacuum All Carpets		1 x Week
Clean & Disinfect Restrooms		5 x Week
Area: 2nd Floor		Square Feet: 12,500
Task		Frequency Per Week
Empty All Office Trash Receptacles		5 x Week
High Dust Offices		1 x Week
Vacuum Traffic Areas		4 x Week
Fully Vacuum All Carpets		1 x Week
Clean & Disinfect Restrooms		5 x Week
Area: Lobby		Square Feet: 2,500
Task		Frequency Per Week
Empty All Trash Receptacles		5 x Week
Clean Elevator		5 x Week
Clean Entrance Glass and Door Jams		5 x Week
Sweep Entrance Steps		As Needed
High Dust Ledges		1 x Week
Polish Reception Desk		1 x Week
Dust Mop Floor		5 x Week
Full Mop Floor		5 x Week
Burnish Floor		1 x Week
Clean & Disinfect Restrooms		5 x Week
Project Schedule		
Area	Task	Frequency
1st and 2nd Floor	Bonnet Carpet	3 x Year
1st and 2nd Floor	Extract Carpet	1 x Year
Lobby	Top Scrub & Recoat	3 x Year



COST SUMMARY

Annual Service Cost:

Weekly Service Cost:	\$500.00
Monthly Service Cost:	\$2,166.67
Annual Service Cost:	\$26,000.00
Annual Cost Per Square Foot:	\$1.04
Area considered in this proposal:	25,000 sq. ft.

Standard Disclaimer: The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.



The rest of this sample is included in the retail Proposal Packs and Proposal Kit Professional bundle. Purchase any Proposal Pack in the design theme of your choice and you will have everything you need.

How do I customize or create my own version of this sample?

Using the included Proposal Pack Wizard is the best way to make customized versions of the samples. Using the Wizard and any Proposal Pack you can recreate any of the samples in the visual design theme you purchased as well as branding it with your own logo and design.

- 1) After purchasing, downloading, and installing your Proposal Pack and Wizard software add a new project in the Wizard.
- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
- 4) Customize the chapter list as needed to suit your situation. You can add additional chapters from the library of 2000+ topics, reorder chapters, remove chapters.
- 5) When you save your project, the Wizard will build you a custom version of this sample in the visual design theme Proposal Pack you purchased applying all your customizations (logos, font types, color schemes, contact information, etc.).
- 6) Open and edit the Word document to complete your work.

This sample is included in the [Proposal Kit Professional](#) and [Proposal Pack](#) products.

This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

