[Your Business Name]

[Street address, City, State ZIP]
[Phone] · [Email]
[Website]

CLEANING ESTIMATE

Estimate #: [0001]
Date: [MM/DD/YYYY]
Valid until: [MM/DD/YYYY]

CLIENT INFORMATION

Client name	[Name]	**Phone**	[Phone]
Service address	[Address]	**Email**	[Email]

JOB DETAILS

Type of cleaning	☐ Standard ☐ Deep clean ☐ Move-in / move-out ☐ Post-construction		
Frequency	☐ One-time ☐ Weekly ☐ Biweekly ☐ Monthly		
Home size	[____] sq ft	**Bedrooms / Bathrooms**	[__] bed / [__] bath
Pets	☐ No ☐ Yes: [type]	**Preferred date**	[MM/DD/YYYY]

SCOPE OF WORK

✔	Area	Tasks included
☐	**Kitchen**	Counters, sink, stovetop, appliance exteriors, floors
☐	**Bathrooms**	Toilets, tubs/showers, sinks, mirrors, floors
☐	**Bedrooms & living areas**	Dusting, surfaces, vacuuming, mopping
☐	**Throughout**	Trash removal, light switches, door handles
☐	**[Add room or task]**	[Details]

Not included: [e.g., exterior windows, carpet shampooing, inside cabinets]

PRICE

Description	Hours / Qty	Rate	Amount
[Main service, e.g., Deep clean, all rooms]	[__] h	$[__]/h	$[____]
[Extra, e.g., Inside fridge]	1	$[__]	$[__]
[Extra, e.g., Inside oven]	1	$[__]	$[__]
		Subtotal	**$[____]**
		Sales tax (if applicable)	**$[__]**
		TOTAL	**$[____]**

TERMS

Payment: [Due on completion / 50% deposit]. Accepted methods: [card, bank transfer, check].
Cancellations: Please give at least [24/48] hours' notice. Late cancellations may be charged [__]% of the total.
Condition: Based on the information provided. If the property's condition differs significantly, the price may be adjusted.
Access & supplies: [We bring all supplies and equipment / Client provides ___]. Client provides access, water and electricity.

ACCEPTANCE

By signing below, the client accepts this estimate and authorizes the work described above.

Client signature

Date: _____

[Your name], [Your Business Name]

Date: _____