|  |  |
| --- | --- |
| Project | {{PROJECT\_NAME}} |
| Project address | {{PROJECT\_STREET}} {{PROJECT\_CITY}} {{PROJECT\_STATE}} {{PROJECT\_ZIP}} |

|  |  |  |
| --- | --- | --- |
| Submitted By: | {{PROPOSAL\_POINT\_CONTACT\_NAME}} | Date: {{CURRENT\_DATE}} |
| Contact | Office: {{PROPOSAL\_POINT\_CONTACT\_PHONE}} | {{PROPOSAL\_POINT\_CONTACT\_EMAIL}} |

|  |  |  |
| --- | --- | --- |
| Customer | {{CUSTOMER\_COMPANY\_NAME}} | {{CUSTOMER\_STREET}} {{CUSTOMER\_CITY}} {{CUSTOMER\_STATE}},  {{CUSTOMER\_ZIP}} |

|  |  |  |
| --- | --- | --- |
| Project Team Name | Phone Number | Email |
| {{PROJECT\_CONTACT\_1\_NAME}} | {{PROJECT\_CONTACT\_1\_PHONE}} | {{PROJECT\_CONTACT\_1\_EMAIL}} |
| {{PROJECT\_CONTACT\_2\_NAME}} | {{PROJECT\_CONTACT\_2\_PHONE}} | {{PROJECT\_CONTACT\_2\_EMAIL}} |
| {{JOB\_SITE\_CONTACT\_NAME}} | {{JOB\_SITE\_CONTACT\_PHONE}} | {{JOB\_SITE\_CONTACT\_EMAIL}} |

{{PROJECT\_TYPE\_TEMPLATE}}

**RESTROOMS**

1. Clean & sanitize full restroom including toilets/urinals, sinks, doors,
2. Wipe clean walls as necessary

**Storefront windows**

1. All interior & ext. windows, which includes vestibules, and all doors
2. Wash inside glass & window, remove all dirt, smudges, fingerprints, streaks, cobwebs

***Floor Care Cleaning Specifications***

**Sales, Stock room**

1. Dust mop entire floor area
2. Damp mop with cold water cleaner
3. Scrub with machine if needed

PRICING PER MENTIONED SCOPE:

|  |
| --- |
| ${{BID\_AMOUNT}} |

Retail areas commonly have multiple mobilizations due to shelving and stocking. The above price is for 1 final cleanup.

Rough clean is first mobilization. Usually before carpet is installed, this is the most time-consuming mobilization. Heavy dirt and dust are removed

Final clean will be mobilized after all finishes are installed and before punch list. Final clean shall make the unit 100% clean. Move in ready

Fluff Clean is last mobilization and is completed after punch list. This clean is a light clean to remove extra dust and floor marks created from punch list activities.

Acceptance/ Sign-off:

|  |  |
| --- | --- |
| Customer: MACHINE | |
| Date | Signature\*\* |

\*\* Customer signature verifies acceptance of the specifications and the pricing per Scope of Work\*\*

**GENERAL NOTES:**

**Conduct pre-walk through with GC**

* If non- punch list items create need for repeat work, an additional charge may be assessed.
* Any charge backs or additional charges will be pre-approved by both parties.

**EXCLUSIONS:**

* Construction debris or dumpster removal
* Out of scope work such as power washing exterior walkways, exterior signs will be quoted on a case-by-case basis.

Email signed proposal/ purchase order/ contract to {{COMPANY\_CONTACT\_EMAIL}}

If sending by physical mail

{{COMPANY\_NAME}}

{{COMPANY\_STREET}}

{{COMPANY\_CITY}} {{COMPANY\_STATE}} {{COMPANY\_ZIP}}