

# D&J Professional Image

"Cleaning for your Health"

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[WWW.DJPROIMAGE.COM](http://WWW.DJPROIMAGE.COM)

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Proposal submitted to:  
Future Customer  
Your location

We hereby propose to furnish the materials and perform the labor necessary for the completion of janitorial services to the following specifications:

## ONCE A WEEK

Dust all flat surfaces to include desks, tables, cabinets, shelves, etc.

Spot clean all flat surfaces for spills and fingerprints.

Clean and disinfect all bathrooms complete to include;

Disinfect sinks, toilets, and urinals.

Dust pictures, sills, light fixtures, fan vents and other items.

Wash walls around sinks and toilets.

Replenish paper products and soap.

Empty all trash receptacles, replace liner if needed.

Vacuum and wash floors.

Clean and disinfect kitchen area to include;

Wash counters and sinks.

Check cabinets for spills and fingerprints.

Clean microwave inside and out.

Clean outside only of all other appliances.

Clean all interior and entrance glass.

Empty all trash receptacles. Replace liners if needed. Bring trash to dumpster.

Collect recyclable paper and bring to collection point.

Vacuum all floors and stairwells.

Wet mop all tile floors.

## AS NEEDED

Dust all baseboards, sills, bases of chairs, and corners of walls and ceilings for cobwebs.

Dust window treatments.

Vacuum cloth chairs.

Paper products, hand soap, and trash bags can be provided at additional cost.

All work is guaranteed to be as specified and completed in a substantial workmanlike manner for the amount of \$\$\$\$.

We will bill once every two weeks with payment due within 15 days of receiving bill.

ADDITIONAL WORK

Carpet cleaning – TBD

Clean exterior windows – TBD

Strip and wax tile floors - TBD

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. This contract can be canceled by either party with a 30 day written notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_