

Kitchen Cleaning Service Proposal

[Your Company Name]

[Your Company Logo]

[Address]

[Phone Number | Email | Website]

1. Cover Letter

- A personalized introduction mentioning your specialization in kitchen cleaning services.
- Highlight the importance of a hygienic kitchen and your dedication to providing exceptional service.
- Express gratitude for the opportunity to serve the client.

2. Executive Summary

- Overview of your kitchen cleaning services.
- Highlight the use of safe, eco-friendly products and efficient cleaning techniques.
- Briefly mention how your services meet the client's kitchen cleaning needs.

3. Client Information

- Name of the client.
- Address or location of the kitchen to be cleaned.
- Contact details.

4. Scope of Work

- **Services Offered:**

- Cleaning of countertops, cabinets, and shelves.
- Degreasing stovetops, ovens, and range hoods.
- Deep cleaning of sinks, faucets, and tiles.
- Cleaning appliances (microwave, refrigerator, etc.).
- Sweeping, mopping, and sanitizing floors.
- **Frequency:**
 - One-time, weekly, or monthly services.

5. Customization for Client Needs

- Address specific client needs (e.g., cleaning after a party or regular maintenance for commercial kitchens).
- Highlight any unique preferences, such as using organic cleaning solutions or focusing on particular appliances.

6. Cleaning Schedule

- Mention proposed dates and times for kitchen cleaning.
- Flexibility to adjust to client preferences.

7. Pricing and Payment Terms

- Clear breakdown of costs:
 - Base package for general kitchen cleaning.
 - Add-ons (e.g., appliance deep cleaning or grout scrubbing).
- Payment methods and terms

8. Equipment and Supplies

- List eco-friendly and food-safe cleaning products used.
- Mention advanced equipment like steam cleaners or degreasers, if applicable.

9. Staff Information

- Assurance of trained professionals for specialized kitchen cleaning.

- Emphasize trustworthiness and professionalism.

10. Safety and Compliance

- Detail safety measures, especially regarding kitchen appliances.
- Compliance with hygiene standards and regulations.

11. Client Testimonials or References

- Include feedback from previous clients who used your kitchen cleaning services.
- Highlight successful projects (e.g., restaurant kitchens, residential kitchens).

12. Terms and Conditions

- Cancellation policies, liability, and terms of service.
- Client and company signature section for mutual agreement.

13. Closing Statement

- Reiterate your commitment to making kitchens spotless and hygienic.
- Include a call to action for scheduling the service.

14. Contact Information

- Primary contact details for inquiries and scheduling