## horizontal line**Hotel Cleaning Proposal**

### **1. Cover Page**

* Hotel Name and Logo
* Proposal Title: "Cleaning Services Proposal for [Client/Organization Name]"
* Submission Date
* Prepared by: [Hotel Representative’s Name, Title]
* Contact Information: [Phone, Email, Address]

### **2. Executive Summary**

* **Objective:** Provide professional and thorough cleaning services.
* **Key Benefits:** Trained staff, use of eco-friendly products, consistent quality.
* **Proposal Overview:** Brief on scope of cleaning services offered.

### **3. Scope of Services**

* **Areas to be Cleaned:**
  + Guest rooms, public areas, kitchens, restrooms.
* **Cleaning Frequency:**
  + Daily, weekly, or as per requirement.
* **Special Services:**
  + Deep cleaning, carpet cleaning, sanitization.

### **4. Cleaning Process**

* **Standards:**
  + Adherence to health and safety regulations.
* **Equipment:**
  + Use of advanced cleaning tools and supplies.
* **Staff:**
  + Trained and uniformed cleaning staff.

### **5. Financial Details**

* **Pricing Structure:**
  + Per area or hourly rates.
  + Discount for long-term contracts.
* **Payment Terms:**
  + Monthly invoicing, deposit requirements.

### **6. Terms and Conditions**

* Client responsibilities (e.g., access to cleaning areas).
* Liability for damages.
* Cancellation policies.

### **7. Conclusion**

* Emphasis on quality and reliability.
* Call to action for signing the agreement.