

OFFICE CLEANING SERVICES

Proposal #	Date:
Name of Entity: McGee Cleaning Services	Prospective Client Name: Cleveland County/District 1
[Address of office] 520 N. 4 th St	[Address of office] 14701 S Westminster Rd
[City, state, Zip] Noble, OK 73068	[City, state, Zip] Oklahoma City, OK 73165
Phone: (405) 626-0045	Phone: (405) 794-2166
Fax/Email: hmcgeecleaning@yahoo.com	Fax/Email:
Prepared By: Hannah McGee	Contact Name: Christl Morren

Dear Mr. / Mrs. _____

We hereby submit estimates for the following Cleaning Services of your office located at the
aforementioned address. The size of the office is _____ Sq Ft.

The Services we will provide are as follows:

No.	Service Description	Amount Payable (Daily / Weekly / Monthly)
1	Cleaning Bathrooms / Once Weekly	#
2	Cleaning Three Offices / Once Weekly	#
3	Cleaning Breakroom / Once Weekly	#
4		#
5		#
TOTAL		\$460.00

TERMS AND CONDITIONS:

- Cleaning supplies to perform this service will be supplied by: Hannah McGee
- The terms of this Agreement will state place: 62 Time(s) Per Year
- Total costs of service will be: \$____ and payable on ____/____/____
- Date of service will begin: 07 / 01 / 2020
- This Agreement will expire on: 06 / 30 / 2021
- In the event this proposal proves unsatisfactory by either party; It may be terminated by a 30 day written notice by either party.

Quoted By: Hannah McGee [Signature and Printed Name]

Acceptance of Proposal: The above prices and specifications are satisfactory and are hereby accepted. You are authorized to perform the tasks outlined above in a timely and professional manner. Payment will be made on the aforementioned date.

Signature of Acceptance

Date

Cleaning products will be provided by:

Hannah McGee

The Service Provider further agrees that in all aspects of their duties that she will comply with all of the policies, standards, and regulations of the Client to the best of her abilities.

Signature:

Client _____

Service Provider

Hannah McGee

Attest:

Date:

ADA:

Deputy:

Chairman

Vice Chair

Member