A Dirty Business

Floor Maintenance

**123 ANYWHERE ST.**

#### Surrey, B.C. H0H 0H0

**TEL: 604-555-1234 FAX: 604-555-5678**

January 22, 2015

Filthy Flooring

101- 2014 Main St.

Delta, BC H0H 0H0

## Dear Mr. Sandhu;

## Re: Quotation for Janitorial Services

Thank you for allowing us to submit this quotation for janitorial services for the above location. Duties will be performed according to your guidelines, 5 evenings per week, Sunday to Thursday.

* To deep scrub approximately 3,500 sq ft of floor.
* Empty garbage receptacles.
* Vacuum front entrance mats.
* To clean kitchen cabinets and counters.
* Scrub 3 cooler rooms.
* To disinfect and deodorize 4 washrooms, and replenish all supplies.
* Clean windows and frames inside.

PRICE $ 1,000 per month plus GST

A separate quotation for window washing outside, and stripping and waxing of floors is available upon request.

We will supply labor, cleaning supplies, tools and equipment. We do not provide garbage bags, hand soap, toilet papers, paper towels, etc. References are available if needed, and our employees are insured and bonded. Attached is a copy of our liability insurance and WCB letter of clearance. This quotation is valid for 90 days from the date above.

For further information, please contact me at 604-555-1234. Thank you.

Yours sincerely,

**Your Name Here**

**Your Email Here**