

Janitorial Service Bid Template

This template gives you a ready-made structure for a professional janitorial bid, covering everything a client expects to see and in the order they expect to see it. Fill in each section and adjust the pricing table to match the job. Send it alongside your cover letter and contract.

1. Company Information

Your Company Name

Prepared For (Client/Company)

Contact Name

Property/Site Address

Phone

Bid Date

Email

Bid Valid Until

Company Introduction

A short introduction to your business and experience (2 to 3 sentences).

2. Scope & Frequency of Services

Area/Task	Frequency	Notes

3. Equipment & Supplies

Who supplies equipment and cleaning products for this job?

☐ We supply all equipment and products ☐ Client supplies equipment and products ☐ Shared (see notes)

Equipment, products, or specialty items worth highlighting (eco-friendly, hospital-grade, etc.)

Notes

4. Pricing

Service Item	Frequency	Monthly Price
	Subtotal	
	Tax (if applicable)	
	Total Monthly Price	

Itemize your pricing rather than quoting a single lump figure. It's easier for the client to review, and it protects you if the scope changes later.

5. Terms, Conditions & Exclusions

Payment Terms

Insurance Coverage

Services Not Included in This Bid

Notice Required to Cancel or Modify This Agreement

This bid is not a legal contract on its own. Have your service agreement reviewed by a legal professional before either party signs it.

6. References

Reference 1

Name

Phone

Company

Email

Reference 2

Name

Phone

Company

Email

7. Closing & Signature

We appreciate the opportunity to bid on your janitorial service needs. This bid is valid through the date noted above.

Personal Note to Client (optional)

Prepared By
Name/Title

Accepted By (Client)
Name/Title

Signature

Signature

Date

Date