

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

Subject: Cleaning Service Contract

We are pleased to offer our cleaning services as outlined below:

**\*\*Scope of Work:\*\***

- Description of services (e.g., residential cleaning, commercial cleaning, frequency of service)

**\*\*Duration of Contract:\*\***

- Start Date: [Start Date]

- End Date: [End Date]

- Renewal terms: [Details on renewal]

**\*\*Payment Terms:\*\***

- Total Cost: [Amount]

- Payment Schedule: [Monthly, Bi-weekly, etc.]

- Due Date: [Due Date for payments]

**\*\*Responsibilities:\*\***

- Our Responsibilities: [Details of your obligations]

- Client Responsibilities: [Details of client obligations]

**\*\*Termination Clause:\*\***

- Notice Period: [Number of days for termination notice]

If you agree to the terms outlined in this letter, please sign below and return a copy to us.

Thank you for choosing [Your Company Name]. We look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

---

Client Signature

Date: \_\_\_\_\_