

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Position]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Janitorial Service Contract

We are pleased to submit this proposal for janitorial services for [Client's Company Name]. This contract outlines the terms and conditions under which our services will be provided.

****1. Scope of Services****

We will provide the following services:

- Daily cleaning of offices and common areas
- Restroom sanitation
- Waste disposal
- Carpet and floor cleaning
- Window washing (interior and exterior)

****2. Schedule****

Services will be performed [daily/weekly/bi-weekly] on [specify days and times].

****3. Duration of Contract****

This contract will commence on [start date] and will continue for [duration of contract], with an option to renew upon mutual agreement.

****4. Payment Terms****

The total monthly fee for our services will be [amount]. Payments are due on the [due date] of each month.

****5. Termination****

Either party may terminate this contract with [number] days written notice.

Please review this proposal carefully. If you agree with the terms outlined above, please sign and return a copy of this letter by [return date].

Thank you for considering [Your Company Name] for your janitorial services. We look forward to the opportunity to serve you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

****Accepted by:****

[Client's Signature]

[Client's Printed Name]

[Client's Position]

[Date]