SAMPLE PACKET
Not a real client. Not a real bid.

Bright Path Cleaning
Alex Rivera, Owner
(215) 555-0142
office@brightpath.example
Philadelphia, PA

Walnut Street Offices, Philadelphia, Pennsylvania
1500 Walnut Street, Philadelphia, PA 19103
12,000 sq ft office. 5 nights a week. $2,933 a month.
Quote 1042

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1. QUOTE

Prepared for Dana Whitaker, Walnut Street Offices
1500 Walnut Street, Philadelphia, PA 19103
Standard recurring cleaning: five nights a week, after hours.

1. Floors and stairwells $1,053
2. Offices and workstations $888
3. Restrooms (6) $744
4. Break room $248
Vacuum carpets. Sweep and mop hard floors, stairs, and landings.
Dust open surfaces. Empty trash and replace liners. Leave papers where they are.
Clean and disinfect fixtures, mirrors, and floors. Restock paper and soap.
Wipe counters, the sink, and appliance fronts. Empty trash and spot-mop.

TOTAL MONTHLY JANITORIAL SERVICES $2,933 / month
66 crew hours a month
Crew of 2. 3.1 hours a visit. 5 nights a week. 30% margin.
Within the Pennsylvania range.

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2. SCOPE OF WORK

EACH NIGHT (On the 5 scheduled nights)
- Floors and stairwells: Vacuum carpets. Sweep and mop hard floors, stairs, and landings. Spot-clean spills.
- Offices and workstations: Dust surfaces the crew can reach. Empty trash and replace liners. Do not move papers.
- Restrooms (6): Clean and disinfect toilets, sinks, and mirrors. Mop the floor. Restock paper and soap.
- Break room: Wipe counters and the sink. Empty trash. Spot-mop the floor.

WEEKLY (Once during the week)

- Glass and doors: Clean entrance glass and office door glass. Remove fingerprints at hand height.
- High and low dust: Dust sills, blinds, and picture ledges the crew can reach without a lift.

MONTHLY (Once a month)
- Edges: Detail baseboards and the edges the nightly mop misses.
- Break room: Wipe the fronts of the microwave, refrigerator, and coffee maker.

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3. PROPOSAL LETTER

October 1, 2026

Dear Dana Whitaker,
Thank you for walking Walnut Street Offices with us. Bright Path Cleaning would like to take care of the building at 1500 Walnut Street, Philadelphia, PA 19103.
The work is office cleaning, five nights a week, after hours. A typical visit is 3.5 hours with a crew of 2. That is about 22 visits a month.
Each visit covers floors and stairwells, offices and workstations, six restrooms, and the break room. Chemicals, liners, and restroom paper and soap are included in the price.
The monthly investment is $2,933. Over a 12-month term that is $35,196. Labor, supervision, and the consumables in the scope are included.
If the scope matches how you want the building kept, the agreement is ready to sign. I am glad to walk the site again before the start date if anything on the floor has changed.

Alex Rivera
Owner
Bright Path Cleaning

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4. SERVICE AGREEMENT

Walnut Street Offices | Philadelphia, Pennsylvania
Client: Dana Whitaker, Walnut Street Offices
Contractor: Bright Path Cleaning, Philadelphia, PA

2. Term
Service begins October 1, 2026 and runs for 12 months. It continues month to month after that until either party ends it in writing.

4. Price and payment
Client will pay $2,933 per month, due net 15 days from the invoice date. The annual value at this price is $35,196.

7. Insurance and bond

Contractor will keep commercial general liability of $1,000,000 per occurrence / $2,000,000 aggregate, workers’ compensation, and a $25,000 janitorial bond while this agreement is in effect. Bonded and insured. Certificates go out on request.

13. Termination
Either party may end this agreement with 30 days’ written notice, including by email. Client pays for service through the last day. Contractor may stop immediately if a site is unsafe.

15. Law
This agreement is governed by the laws of the Commonwealth of Pennsylvania. Venue lies in the Pennsylvania state courts in Philadelphia County, or in the county where the work is performed.

Recurring service fee: $2,933 per month
Payment basis: five nights a week, net 15 days

Bright Path Cleaning
Printed name: Alex Rivera
Signature: _____
Date: _____

Walnut Street Offices
Printed name: Dana Whitaker
Signature: _____
Date: _____

Contract reference: 1042