Commercial Office Cleaning Quote Template

Blank worksheet | AUD | No prices supplied

Business: _____ ABN: _____

Contact: _____

Customer: _____

Job address: _____

Quote reference: _____ Date: _____ Valid until: _____

Scope: _____

Description	Qty	Unit	Rate (AUD)	Amount (AUD)
General surface cleaning				
Vacuum and mop all floors				
Kitchen and breakroom cleaning				
Bathroom sanitisation				
Bin emptying and relining				
Consumables supply (soap, paper towel, toilet paper)				
Labour				
Delivery / equipment hire				
Other allowance (describe)				

Subtotal (AUD): _____ GST if applicable: _____ Total (AUD): _____

Prices include / exclude GST (specify): _____

Inclusions / exclusions: _____

_____

Payment terms: _____

Blank worksheet: enter your own quantities, rates and GST treatment. Listed materials are prompts, not a complete specification. Verify the scope, site conditions and applicable requirements before quoting.