

Before You Request an Office Cleaning Quote

Fictional teaching example. Adapt for your business before sharing.

Print and write on this copy. List your requested spaces and priorities, then prepare a short inquiry. Clearline's path is inquiry, scope discussion, then quote.

Start with the office

General office area or neighborhood: _____

Approximate floor area, if known: _____

[] Not sure. Use a general location. Save the exact address for later.

Choose the spaces you want to discuss

These are possible requests, not a list of included services.

☐ Reception or entrance

☐ Desk or shared work areas

☐ Meeting rooms

☐ Kitchen or break area

☐ Restrooms

☐ Other: _____

Describe the work in your own words

Use one row per space. For priority, write 1 for essential or 2 for useful if the scope allows.

Space	Requested work or visible concern	Priority

Pick the three things that matter most

1. _____
2. _____
3. _____

Note what should be left alone

For example, personal desks, paperwork, equipment or rooms outside the proposed scope. Do not list confidential contents.

Prepare the scope conversation

Write down timing preferences

Visit type: ☐ Recurring ☐ One-off ☐ Not sure yet

Preferred frequency, if recurring: _____

Possible days and time windows: _____

Workplace timing: ☐ During office hours ☐ After hours ☐ Flexible

These are preferences to discuss. They do not confirm availability or a booking.

Take these questions to the discussion

- ☐ Is our general office area within your service area?
- ☐ Which of our requested tasks can be included in an ordinary visit?
- ☐ Which tasks need a separate quote or are outside the agreed scope?
- ☐ What information or walkthrough is needed to prepare a quote?
- ☐ Who provides ordinary materials and equipment? What should we prepare?
- ☐ Can our preferred frequency and time window work?
- ☐ How will access be arranged later through a suitable route?

Questions specific to our office:

Separate requests from the agreed scope

Keep your requested-work list from page 1. After the discussion, use these lines to record what was actually agreed. Leave them blank until then.

Agreed rooms and tasks: _____

Separate items or exclusions: _____

Check the quote before choosing

- ☐ It identifies the rooms, tasks and visit frequency being quoted.
- ☐ It shows the price and any separately quoted items.
- ☐ We understand what could change the scope or price.
- ☐ Timing and the next step are clear, with any open points identified.

Send a useful first inquiry

Start with four pieces of information

Contact name: _____

Contact route for a reply: _____

General office location: _____

Brief description of the work, including top priorities:

You can add a timing preference if it helps explain the work. An approximate floor area is optional; say if you are unsure.

Turn those notes into a short message

Introduce yourself, give a reply route and general office area, describe the main spaces and priorities, then ask about fit and a scope discussion. Send only to the provider's verified contact route.

Illustrative completed inquiry

Fictional office manager Avery is preparing an inquiry, not confirming a booking.

Hello Maya, I'm Avery, the office manager for a small office in our local business district. Please reply to this email. We'd like to discuss weekly cleaning for the reception, desk area and one restroom, with floors and bins as our first priorities. Tuesday after 6 p.m. would suit us. Is our area within your service area, and what would you need for a scope discussion before a quote?

Keep these out of the first inquiry

- ☐ Building access or alarm codes, key details and entry instructions
- ☐ Payment card or bank details
- ☐ Employee rosters, client lists and confidential documents
- ☐ Photos that reveal people, personal details or information on screens

You can ask how access will be arranged without sending access details now. Check the recipient and remove information that is not needed to discuss the work.

Know what happens next

Maya reviews the general location and requested work before a scope discussion and quote. Sending an inquiry does not confirm a price, visit time or start date.