

ESTIMATE

Estimate # [0001]

Date [MM/DD/YYYY]

Valid until [MM/DD/YYYY]

Frequency [one-time / weekly / every two weeks / monthly]

HOME OR OFFICE

[Beds / baths, square feet, pets]

[First visit type] · then [frequency]

[Hours and cleaners for the first visit; hours for recurring]

visits]

[illegible]

[Amount — what it books, and when the balance is due]

[What the first visit and the recurring visit each cover, whose supplies — and what isn't included: carpets, exterior windows, walls, heavy furniture.]

HOW TO PAY

[Card on file after each visit, or an invoice and its due date. What you need on the day: key or code, pets, parking.]

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