



Office Cleaning Service Offering

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Impressive Cleaning Solutions is pleased to submit this proposal for cleaning services to support your business in achieving its goals. This document will provide you with details of the services that we provide and how you can partner with us.

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WELCOME

At Impressive Cleaning Solutions, we understand that a clean environment adds value to any business. That's why we do all the cleaning so that you and your team can focus on the tasks at hand.

Whether you need us on site before trading hours or when everyone has left for the day, you are rest assured that your office is receiving the utmost attention to detail.

We have attached more information regarding the service that we offer and the pricing. We look forward to partnering with your business.

OUR MISSION

Our mission is to provide professional cleaning services that add value to our clients' businesses and properties.

SERVICES PROVIDED

We can provide the following services for your corporate office:

- Office Cleaning
- Restroom Cleaning
- Window Cleaning
- Carpet Cleaning

PROPOSED CLEANING TASKS

<u>Entry and foyer</u> <ul style="list-style-type: none">• Vacuum & Mop foyer floors• Clean entry glass doors and frames• Dust foyer furniture and fittings• Sweep exterior entry	<u>Kitchens</u> <ul style="list-style-type: none">• Empty Dishwasher (if dishes are clean) or start it• Clean sinks, bench tops & tiled surrounds• Clean taps & fittings• Wipe Microwave, Fridge, Toaster• Spot clean walls, doors and cupboard doors• Empty Rubbish & Replace Bin liners
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<p>Offices</p> <ul style="list-style-type: none"> • Empty Rubbish & Replace Bin liners • Wipe Down Desks to remove marks • Vacuum entire floor area • Dust Office Equipment (every second day) 	<p>Toilets and amenities</p> <ul style="list-style-type: none"> • Empty Rubbish & Replace Bin liners • Replenish toilet requisites • Spot clean mirrors • Clean and disinfect basins and fittings
<p>Once a month</p> <ul style="list-style-type: none"> • Sweep & rubbish collection of carpark. 	

FINAL CLEANING TASKS

We will arrange to meet at the site where we will talk about your cleaning needs and come up with a final list.

ORDERING CLEANING CONSUMABLES

This is an additional service offering for registered customers. Customers can order cleaning consumables (toilet paper, paper towels, bin liners etc) at competitive prices. All sales orders during the month will appear on the end of month invoice.

PRICING AND INVOICING

Impressive Cleaning Solutions will send out an invoice for services performed on the last day of each month. **Our invoices are due in 14 days from the date of issue.**

The following table gives pricing for delivery of the services outlined in this proposal.

SERVICES	COST
Rate per hour	TBA
Minimum hours per	2

REPORTING

At Impressive Cleaning Solutions we believe in keeping ourselves accountable for the work that we do. We will prepare a cleaning report each time we clean your premises. A monthly report will be emailed to your nominated email address along with a copy of the invoice for the services provided.

INSURANCE

Impressive Cleaning Solutions has a public and product liability insurance policy. Documentation is available upon request.

SECURITY

All our employees undergo a background check with the Australian Federal Police before they start work with us, that way you can be confident that your assets are in safe hands.

CONCLUSION

If you have questions regarding this service offering, please feel free to contact Mr Blessing Tinarwo at your convenience via email at blessing@impressivecleaningsolutions.com or by phone at 0490 454 153.

REFERENCES

Toni Glavocih

Gemlife Group of Companies

Stapylton

Tel. 07 3440 8705

Joseph Malihi

River Park Towers

Surfers Paradise

M. 0419 302 327

LET'S GET STARTED!

If you are happy with the service offering and would like a quote, please return to the service page and click the "I'd like a quote button".

