Sample document. The firms in it are described by their trade, and every figure is illustrative.

Proposal for a recruitment business with offices in Reading

Cleaning for your three offices

One team per site, one schedule, and a monthly check you can see.

Prepared for

A recruitment business with offices in Reading, Slough and Basingstoke

Prepared by

A commercial cleaning firm

Date

November 2026

Your situation

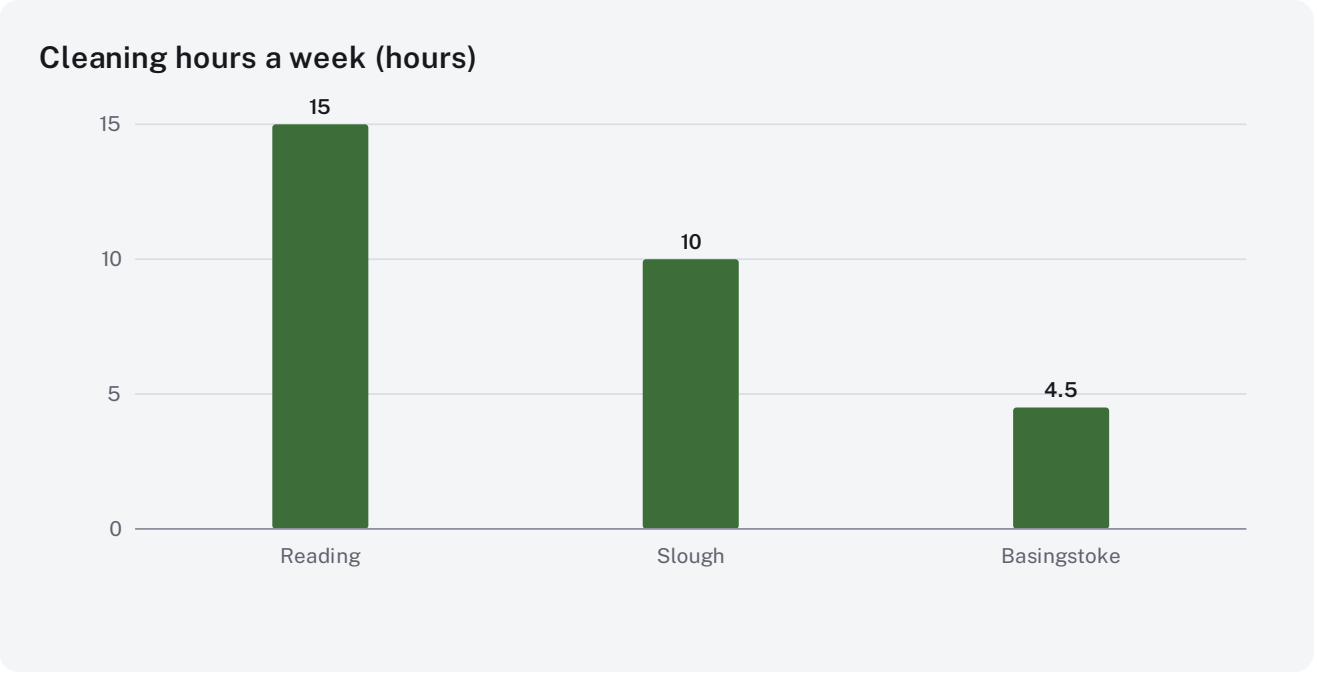
Each office currently has a different cleaner, and quality depends on who is on that week. You asked for one firm covering all three sites, cleaning before staff arrive, with someone to call when something is missed.

Scope and schedule

SITE	FLOOR AREA	VISITS	HOURS A VISIT
Reading	640 sq m	5 a week, 6am	3
Slough	410 sq m	5 a week, 6am	2
Basingstoke	280 sq m	3 a week, 6am	1.5

SOURCE Site visits on 4 and 5 November 2026

Hours a week by site



SOURCE Schedule above

How quality is checked

1. **A supervisor inspects each site monthly.** You get the scored checklist with photos the same day.
2. **Missed tasks are put right within one working day.** Report them by text or email to one number.
3. COSHH assessments for every product we use are sent to you before the first clean.

Today and with one provider

TODAY

- × Three cleaners, three ways of working
- × No record of what was cleaned
- × No one to call when a task is missed

WITH US

- ✓ One trained team per site
- ✓ A monthly scored inspection
- ✓ One contact for all three offices

What changes ILLUSTRATIVE

Investment

SITE	PER MONTH
Reading	£1,365
Slough	£910
Basingstoke	£410
All sites	£2,685

SOURCE Hours above at our contract rate, before VAT

Next steps

Confirm the start date

Then

1. We meet each office manager in the first week