

CLEANING SERVICE OFFER LETTER

To: _____

Service Provider Information:

Company Name: _____

Contact Person: _____

Address: _____

Phone/Email: _____

Client Information:

Full Name: _____

Company (if applicable): _____

Address: _____

Phone/Email: _____

Scope of Services:

The Service Provider agrees to perform cleaning services at the Client's premises as detailed below. Services include, but are not limited to, dusting, vacuuming, mopping, window washing, trash removal, bathroom sanitation, kitchen cleaning, and other agreed-upon tasks. All services will be performed with due care, skill, and in compliance with applicable health and safety regulations.

Service Schedule:

Services will be provided on a recurring basis as agreed: daily, weekly, bi-weekly, or monthly. The specific days and times will be mutually agreed upon by the Service Provider and Client. Any changes to the schedule require prior written notice and approval by both parties.

Fees and Payment Terms:

The Client agrees to pay the Service Provider a total fee of \$_____ for the cleaning services rendered under this agreement. Payment shall be made by check, bank transfer, or other agreed methods within fifteen (15) days from receipt of the invoice. Late payments may incur a late fee of 1.5% per month or the maximum allowed by law.

Term and Termination:

This Agreement shall commence on the date of signing and shall continue until terminated in writing by either party with at least fourteen (14) days' prior notice. Either party may terminate this Agreement immediately for material breach by the other party, subject to any applicable cure period.

Responsibilities of Client:

The Client agrees to provide reasonable access to the premises during scheduled service times, ensure that areas to be cleaned are free of obstructions, and notify the Service Provider of any special cleaning requirements, hazards, or

sensitive areas. The Client shall be responsible for securing valuables prior to service.

Liability and Insurance:

The Service Provider shall maintain general liability insurance covering the services performed. The Service Provider shall not be liable for any damages or losses unless caused by gross negligence or willful misconduct. The Client agrees to notify the Service Provider promptly of any damages or issues arising from the services.

Confidentiality:

Both parties agree to keep confidential any proprietary or personal information obtained during the term of this Agreement and not disclose it to any third party except as required by law or with prior written consent.

Dispute Resolution:

Any disputes arising under this Agreement shall first be attempted to be resolved by good faith negotiations. If unresolved, disputes shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association, held in the county where the Client's premises are located.

Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to any conflict of law principles.

Entire Agreement:

This Agreement constitutes the entire understanding between the parties with respect to the subject matter herein and supersedes all prior negotiations, understandings, and agreements. No amendment shall be effective unless in writing and signed by both parties.

Severability:

If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

SERVICE PROVIDER SIGNATURE

CLIENT SIGNATURE

Signature: _____

Signature: _____

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