Cleaning quote template

Cleaning quote layout (end-of-lease clean)

QUOTE

[Business name] · ABN [00 000 000 000]
[Phone] · [Email]
Police-checked and insured cleaners: [yes / details]

Quote number: Q-[number]
Date: [date]
Valid until: [date]

For: [Customer name]
Property: [Street, suburb, state, postcode]
Home: [number] bedrooms, [number] bathrooms, [single / double storey], [empty / furnished]
Vacate date: [date] · Clean date: [date] · Agent's inspection: [date]
Keys: [how we get them and return them]

THE JOB

End-of-lease clean of the whole home to [the agent's checklist / our checklist, attached].

INCLUDED

• Kitchen: oven, cooktop, rangehood, cupboards inside and out, benches, sink	$____
• Bathrooms x [number]: shower, bath, toilet, vanity, mirrors, tiles	$____
• Bedrooms and living areas: wardrobes inside, skirting, light switches	$____
• Windows inside, tracks and sills	$____
• Floors: vacuum and mop	$____
• Carpet steam clean, [number] rooms (if chosen)	$____

NOT INCLUDED

• Wall washing, unless listed above
• Blinds, curtains and outdoor areas
• Heavy mould, rubbish removal or pest treatment
• Damage or marks that won't clean off

RE-CLEAN

If the agent flags anything we cleaned, tell us within [number] hours of the inspection and send the agent's report. We'll come back and re-clean those items at no charge.

PRICE

TOTAL: $____ [including GST / no GST charged]

PAYMENT

Due: [on the day of the clean / before keys are returned]
Bank transfer: BSB [000-000], account [00000000], reference Q-[number]

To book, reply to this email or ring [phone].

Free template from LeadAI (leadai.com.au). Check the rules for your state and your licence before you use it.

Cleaning tax invoice template

Tax invoice layout (end-of-lease clean)

TAX INVOICE

[Business name] · ABN [00 000 000 000]
[Phone] · [Email]

Invoice number: INV-[number]
Date issued: [date]
Due date: [date]
Your quote number: Q-[number]

Bill to: [Customer name]
Property: [Street, suburb, state, postcode]

WORK DONE

End-of-lease clean, [number] bed / [number] bath, [date]	$____
Carpet steam clean, [number] rooms	$____
Extra: [e.g. wall washing, agreed on (date)]	$____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____
Less amount already paid: $____
BALANCE DUE: $____

HOW TO PAY

Bank transfer: BSB [000-000], account [00000000], reference INV-[number]
Please pay by [due date].

Monthly invoice layout (regular or office cleans, not registered for GST)

INVOICE

[Business name] · ABN [00 000 000 000]
[Phone] · [Email]

Invoice number: INV-[number]
Date issued: [date]
Due date: [date]
For cleans in: [month, year]

Bill to: [Customer or business name], ABN [if a business]
Address cleaned: [Street, suburb, state, postcode]

CLEANS THIS MONTH

[date]: [regular clean / office clean]	$____
[date]: [regular clean / office clean]	$____
[date]: [regular clean / office clean]	$____
[date]: [regular clean / office clean]	$____

Extra: [e.g. inside oven, agreed on (date)] $____

TOTAL: $____
No GST has been charged: [business name] is not registered for GST.

HOW TO PAY

Bank transfer: BSB [000-000], account [00000000], reference INV-[number]
Please pay by [due date].

Free template from LeadAI (leadai.com.au). Check the rules for your state and your licence before you use it.