

# Cleaning Contracts for Small Business

## Client Information

- Business Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

## Service Provider Information

- Cleaning Company Name: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Address: \_\_\_\_\_
- Email: \_\_\_\_\_

## Service Agreement

1. **Scope of Services:** List the cleaning tasks to be performed, frequency, and any additional requests.

- Restroom Cleaning  Window Washing  Carpet Cleaning

Dusting

- Floor Polishing  Garbage Removal  Special Requests

(Specify): \_\_\_\_\_

2. **Service Frequency:**

- Daily  Weekly  Bi-Weekly  Monthly

## Payment Terms

Service Description	Rate	Frequency	Total Cost

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**Duration and Termination**

- **Contract Start Date:** \_\_\_\_\_
- **Renewal Terms:**  **Auto-Renew**  **Client Renewal Required**
- **Termination Notice Requirement:** \_\_\_\_\_

**General Terms and Conditions**

- **Liability Coverage:** \_\_\_\_\_
- **Confidentiality Clause:** \_\_\_\_\_
- **Damage Policy:** \_\_\_\_\_

**Signature and Date**

**Client Signature:** \_\_\_\_\_

**Service Provider Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_