

PINK COLLAR CLEANING

OFFICE CLEANING QUOTE REQUEST

Fill this out digitally or print and write by hand. Submitting a request does not confirm a booking.

1. CONTACT INFORMATION

Contact Name

Phone Number

Email Address

Business / Company Name

Property / Site Address

Preferred Contact Method

☐ Text

☐ Phone Call

☐ Email

2. TELL US ABOUT YOUR OFFICE

☐ Office

☐ Clinic / Professional Space

☐ Retail

☐ Warehouse / Shop

☐ Common Areas

☐ Other

Approx. Square Footage

Number of Floors

Number of Washrooms

Approx. Number of Staff / Occupants

Kitchen / Breakroom?

☐ Yes

☐ No

Public / Customer-Facing Areas?

☐ Yes

☐ No

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OFFICE CLEANING QUOTE - DETAILS

A few more details help us prepare a realistic estimate for the work required.

3. CLEANING NEEDS

- ☐ Dusting / Surface Cleaning
- ☐ Vacuuming / Mopping
- ☐ Washrooms
- ☐ Kitchen / Breakroom
- ☐ Garbage / Recycling
- ☐ Interior Glass / Doors
- ☐ Desks / Workstations
- ☐ High-Touch Disinfection

4. CURRENT CONDITION

- ☐ Light - maintained regularly
- ☐ Average - routine cleaning needed
- ☐ Heavy - buildup / extra attention
- ☐ Very Heavy - detailed cleaning needed

5. SCHEDULING & FREQUENCY

Preferred Start Date

Preferred Time

Cleaning Frequency

☐ Daily

☐ Weekly

☐ Every 2 Weeks

☐ Monthly

☐ One-Time

☐ Not Sure

Preferred Cleaning Window

☐ Business Hours

☐ Evenings

☐ Weekends

☐ Flexible

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PHOTOS & SPECIAL DETAILS

Optional photos can help us better understand the space before preparing your quote.

6. OPTIONAL PHOTOS - HELP US QUOTE MORE ACCURATELY

Send 5-10 photos of the areas you'd like cleaned

Photos can help us understand the layout, size, current condition and areas needing extra attention. This helps us estimate a realistic amount of cleaning time and determine the right service for your space.

Helpful photos: washrooms, breakroom, floors, work areas, entrances, glass, and any problem areas.

☐ I will send 5-10 photos ☐ I prefer not to send photos

How will you send the photos?

☐ Text ☐ Email ☐ Other **If other:**

PRIVACY TIP

Please avoid including people, personal documents, addresses or other private information.

7. SPECIAL REQUESTS & DETAILS

Tell us about security/access, priority areas, special surfaces, supplies, or anything else you'd like us to know.

THANK YOU FOR CHOOSING PINK COLLAR CLEANING

We'll review your request and contact you using your preferred method.

This is a free quote request only. Your booking is confirmed once the service, price, date and time have been agreed upon.