Read This First

This page is for you. Don't send it to your client.

What this is

A one-page quote for domestic cleaning work, designed for UK self-employed cleaners. It gives the client a clear price, shows exactly what that price covers, and gives them a simple way to say yes.

A written quote does two things a number in a text message cannot. It stops "I thought that included the oven" before it starts, and it makes you look like a business the client can trust with their keys.

How to use it

- **Page 2** is the blank quote. Print it, or fill it in using a PDF markup app on your phone or tablet, and send it as a photo or PDF.
- **Page 3** is a completed example so you can see what goes where. Don't send that page to a client.
- **Page 4** is a quote log. One line per quote, so you know what is out there and when to follow up.
- Give every quote a number. It does not need to be complicated: Q001, Q002, Q003 is enough. It simply gives you an easy way to match the quote to the client and to any later invoice.
- Set a "valid until" date, usually 30 days. It gives the client a gentle reason to decide and protects you if your prices change.

Before you quote

Where possible, see the property first, or at least ask for photos. Bedrooms and bathrooms tell you the size. Condition tells you the time. A three-bedroom house that is kept tidy and a three-bedroom house that has not been cleaned in a year are very different jobs at the same address.

Use the condition boxes on the quote honestly. Light, Medium or Heavy. If you quote for Medium and arrive to find Heavy, the note under the price table gives you room to have that conversation.

Pricing the job

Work out how many hours the job will take, multiply by your hourly rate, and put that on the quote as a price per visit. Most clients prefer a fixed price to an hourly one, because it tells them what they will actually pay.

List extras separately (inside the oven, inside the fridge, internal windows) so the client can add or remove them without you rewriting the whole quote.

If you are not sure what your hourly rate should be, the free Cleaning Hourly Rate Calculator on the Clarito website works it out from your income goal, your hours and your real costs.

After you send it

If you have not heard back in three or four days, send one polite follow-up: "Hi, just checking you received the quote and whether you had any questions." Then leave it. Log the outcome either way.

When the client accepts, send your service agreement before the first visit. The quote sets the price; the agreement sets everything else.

A note on this template

This is a general template, not legal or financial advice. Prices shown in the example are illustrative and not a recommendation for what you should charge.

Cleaning Quote

Fill in, send before the first clean, and keep a copy for your records.

From

Business name: _____

Your name: _____

Address: _____

Phone: _____

Email: _____

To

Client name: _____

Property address: _____

Phone: _____

Email: _____

Quote details

Quote number: _____

Date: _____

Valid until: _____

Property

Bedrooms: _____ **Bathrooms:** _____

Type: ☐ House ☐ Flat ☐ Other

Condition: ☐ Light ☐ Medium ☐ Heavy

Service: ☐ Regular clean ☐ Deep clean ☐ End of tenancy ☐ One-off

Frequency: ☐ Weekly ☐ Fortnightly ☐ Four-weekly ☐ Not applicable

What is included

- _____
- _____
- _____
- _____

Price

Description	Hours / qty	Rate	Amount
		Regular visit total	
		First visit total (including uplift and chosen extras)	

Prices are for the property as described. If the property is in a different condition on the first visit, the price may be adjusted after discussion with you.

Terms

Payment terms: _____ **Cancellation notice:** _____

Products: ☐ Included in the price ☐ Provided by the client

Accepting this quote

To accept this quote, simply reply "Accepted" to the message it was sent with, or sign below. A service agreement will follow before the first visit.

Client signature: _____ **Date:** _____

Cleaning Quote

COMPLETED EXAMPLE so you can see what a finished quote looks like. Do not send this page to a client.

From

Business name: *Brightside Cleaning*

Your name: *Sam Taylor*

Address: *14 Orchard Close, Basingstoke RG21 4XY*

Phone: *07700 900123*

Email: *sam@brightsidecleaning.co.uk*

To

Client name: *Priya Nair*

Property address: *22 Meadow Lane, Basingstoke*

Phone: *07700 900456*

Email: *priya.nair@example.com*

Quote details

Quote number: *Q014*

Date: *8 September 2026*

Valid until: *8 October 2026*

Property

Bedrooms: *3* **Bathrooms:** *2*

Type: ☑ House ☐ Flat ☐ Other

Condition: ☐ Light ☑ Medium ☐ Heavy

Service: ☑ Regular clean ☐ Deep clean ☐ End of tenancy ☐ One-off

Frequency: ☑ Weekly ☐ Fortnightly ☐ Four-weekly ☐ Not applicable

What is included

- *Kitchen: surfaces, hob, sink, appliances, floor*
- *All rooms: dust, vacuum, mop, bins*
- *Bathrooms: bath, shower, toilet, sink, floor*
- *Stairs and hallway vacuumed*

Price

Description	Hours / qty	Rate	Amount
Regular weekly clean, 3 bed / 2 bath, Medium condition	*3 hrs*	*£22.00*	*£66.00*
First visit uplift (extra time on the first clean only)	*1 hr*	*£22.00*	*£22.00*
Optional extra: inside oven	*1*	*£35.00*	*£35.00*
Optional extra: inside fridge	*1*	*£15.00*	*£15.00*
		Regular visit total	**£66.00**
		First visit total (including uplift and chosen extras)	**£138.00**

Regular visit total applies from the second clean onwards. First visit total includes extra time and both optional extras; remove any you do not want.

Terms

Payment terms: *Direct Debit, invoiced monthly*

Cancellation notice: *48 hours*

Products: ☑ Included in the price ☐ Provided by the client

Accepting this quote

To accept this quote, simply reply "Accepted" to the message it was sent with, or sign below. A service agreement will follow before the first visit.

Client signature: _____ **Date:** _____

Quote Log

One line per quote sent. Follow up after 3 to 4 days if you have not heard back.

Quote no.	Client	Property	Date sent	Amount	Followed up	Outcome

Notes

If you use Clarito, quotes are built from the client's property details and your service prices, sent as a PDF with your logo, and turned into a job and an invoice once accepted.