PROPOSAL EMAIL BODY Long Form- Template 1 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi **(Customer Name)**,

Thank you for inviting me to walk your property. I appreciate you showing me around.

As discussed, we specialize in **(Building Type)** properties. After discussing the details of the work, I have a crew in the area that would be a perfect fit. They do great work and have been with our team over 5 years now.

Please review the proposal and let me know if there are any questions. Looking at the schedule we are pretty busy this week. However, we would be able to start as early as the\_(5 DAYS FROM EMAIL/DATE)\_.

**See What Our Customers Are Saying**  
(Copy and paste yelp/or google business looking link here)

**Our Current Similar Customers**  
We currently service these similar Businesses: (List out similar building type/ and service type)

* **(Customer 1)**
* **(Customer 2)**
* **(Customer 3)**
* **(Customer 4)**
* **(Customer 5)**

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

PROPOSAL EMAIL BODY- Template 2 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Good Afternoon \_\_\_\_\_\_\_\_\_\_\_\_\_,

I just received the proposal back from the proposal department. I wanted to get it over to you before the end of the day here. Please review the proposal and scope of work and let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal Email for Good Vibes- Template 3 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I went ahead and finished up the proposal (Attached Above) Please take some time to look over all the details in the scope of work. I have a crew available in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , and they have been with us 5 years and think they would be a perfect fit for your property. Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal Email for Needing more cleaning days - Template 4 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Good Afternoon\_\_\_\_\_\_\_\_\_\_\_\_,

I went ahead and finished up the proposal (Attached Above) Please take some time to look over all the details in the scope of work. I have a crew available in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in and they have been with us 5 years and do a great job. I also included a few options for your facility for cleaning days. I included \_\_\_\_\_\_a week and\_\_\_\_\_\_\_\_\_\_\_\_a week. Based on my experience, the size of your building and the foot traffic I believe cleaning\_\_\_\_\_\_\_\_\_ times per week would be ideal. This would properly maintain the facility and keep the appearance you are looking for. Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal email for Insurance and Liability - Template 5 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Good Afternoon\_\_\_\_\_\_\_\_\_\_\_\_,

I went ahead and finished up the proposal (Attached Above) Please take some time to look over all the details in the scope of work. I have a crew available in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and they have been with us 5 years and do a great job. I have also attached our Insurance certificate, which shows our workmans compensation. Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Email for Multiple locations price reduction - Template 6 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I went ahead and finished up the proposal (Attached Above) Please take some time to look over all the details in the scope of work. I know we spoke about your company having multiple locations. We typically work with multiple location businesses and are able to reduce pricing per location by cleaning more than 1. I have attached the proposal above based in this single location. I have a crew available in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,and they have been with us 5 years and think they would be a perfect fit for your property. Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal email for green cleaning - Template 7 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I went ahead and finished up the proposal (Attached Above) Please take some time to look over all the details in the scope of work. I have a crew available in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,and they have been with us 5 years and do a great job. I have also attached some information on our line of green cleaning products (Earth Friendly products) Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal email for someone you know is price sensitive - Template 8 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I just got this finished up and wanted to get it over to you. I have included a few different option to fit within the budget, while keeping the property clean as well. Please review the proposal and let me know if there are any questions. We can always customize our services to fit within your specific budget.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal Email for no call no show- Template 9 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I went ahead and finished up the proposal (Attached Above) Please take some time to look over all the details in the scope of work. I know you have had a few issues with the previous janitorial staff not showing up. Fortunately, the crew I have available in your area have been with us over 5 years, have great attendance and do a great job. Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal Email for quality of service checking - Template 10 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I went ahead and finished up the proposal (Attached Above) Please take some time to look over all the details in the scope of work. I know you have had a few issues with the previous company’s quality of work. Our service provides a designated customer service representative whose job is to perform audits to ensure quality cleaning. These audits are done every 4-6 weeks. Fortunately, the crew I have available in your area have been with us over 5 years and do a great job. Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal Email for communication - Template 11 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I went ahead and finished up the proposal (Attached Above) Please take some time to look over all the details in the scope of work. I know you have had a few issues with communication with your previous company. Fortunately, your customer service representative is available 24/7 by phone, text or email. Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal Email for Medical - Template 12 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I just received the proposal back from our proposal department and wanted to get it over to you. (Attached Above) Please take some time to look over all the details in the scope of work. I have a crew available in \_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is part of our Medical Cleaning department and they have been with us 5 years and do a great job. They are trained annually in proper procedures for cross contamination and terminal cleaning. Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal Email for day care - Template 13 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I just received the proposal back from our proposal department and wanted to get it over to you. (Attached Above) Please take some time to look over all the details in the scope of work. I have a crew available in \_\_\_\_\_\_\_\_\_\_\_\_\_ and they have been with us 5 years and do a great job. Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111

Proposal email for Kitchen - Template 14 of 14

Subject: (Company Name)- Custom Janitorial Proposal

Hi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I just received the proposal back from our proposal department and wanted to get it over to you. (Attached Above) Please take some time to look over all the details in the scope of work. I have a crew available in \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and they have been with us 5 years and do a great job. They are trained annually in proper procedures for cross contamination and sanitation cleaning. Please let me know if there are any questions at all.

Thank you,

(Picture of Representative)

(Company Logo)  
**(Company Name)**

**[Customer Service Representative]**

10 Years of Experience in the Janitorial Industry.  
Phone Number (111)111-1111