

Cleaning Quote Comparison Worksheet

Type into the fields or print the page. Compare three written quotes on the same cleaning scope.

Before comparing:

☐ Same cleaning scope

☐ Written totals

☐ Known extras listed

COMPARE LIKE FOR LIKE	QUOTE A	QUOTE B	QUOTE C
Provider / quote reference Company, quote number and date			
Quoted price and VAT Record the headline total; mark how VAT is treated	☐ Incl ☐ Extra ☐ ?	☐ Incl ☐ Extra ☐ ?	☐ Incl ☐ Extra ☐ ?
Booking and timing Minimum hours/charge; cleaners and estimated time			
Core cleaning scope Use two lines for included and excluded work			
Products and equipment Included, supplied by you or charged separately?			
Travel and access fees Parking, travel, congestion or clean-air charges			
Optional extras Oven, carpets, windows, cupboards, waste and other items			
Cancellation and re-clean terms Notice/fees on line 1; re-clean deadline/limits on line 2			
Comparable final total Quote + VAT + all known extras and fees			