Estimate

Window cleaning estimate template

Estimate #

Date

Valid until

Job address

YOUR BUSINESS

Business name · phone · email · license # (if your state requires it)

PREPARED FOR

Customer name · phone · email

JOB

Example: Clean 28 panes inside and out on a two-story house, clean screens, detail tracks

DESCRIPTION	QTY	UNIT	PRICE	TOTAL
Exterior window cleaning, two story	*28*	*pane*	*6.00*	*168.00*
Interior window cleaning	*28*	*pane*	*4.00*	*112.00*
Screen cleaning	*20*	*ea*	*2.00*	*40.00*
Track and sill detailing	*14*	*window*	*3.00*	*42.00*

Grey rows are an example window cleaning job; write over them. Labor and materials on separate lines. Say who supplies what.

Subtotal	
Tax (%)	
Total	
Deposit to start	
Balance due on completion	

INCLUDED, EXCLUDED, AND ASSUMPTIONS

Example: "Hard-water stains, paint overspray and scratched glass may not come clean." "Customer opens blinds, moves furniture back from interior windows and unlocks gates before the start time."

TERMS

Example: "Valid for 30 days. Rain may move the date; we confirm the day before. Payment due on completion by card, bank transfer or check."

Customer signature (approves the work and price above)

Date