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QUOTATION

Your business name
Street address, city, postcode
Phone · Tax number (if any)

Number
QUO/2026/.....

Date
.....

Valid until
.....

To
Customer name
Address

Thank you for your enquiry. Our quotation for the cleaning work is set out below.

Description of work	Quantity	Unit price	Amount
Room cleaning, weekly	80	22,000	1,760,000
Common areas (lobby, corridors)	4	65,000	260,000
Supplies and materials	1	80,000	80,000

Subtotal	2,100,000
VAT 11%	231,000
Total	**Rp 2,331,000**

Payment terms: ..... days from the date of invoice.

Prices hold until the date above.

For and on behalf of

Accepted by

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SERVICE AGREEMENT

Your business name
Street address, city, postcode
Phone · Tax number (if any)

Number
AGR/2026/.....

Date
.....

Term
..... months

An example, not legal advice. This is a sample for you to adapt. Enclava is not a law firm and gives no legal advice. Have a lawyer review it before you use it.

This agreement is made on ..... between:

PARTY ONE
Business name, address, represented by ....., the Provider.

PARTY TWO
Customer name, address, represented by ....., the Client.

Clause 1: Scope
The Provider carries out cleaning work in the areas listed in Schedule A.

Clause 2: Term
This agreement runs for ..... months from signature and may be extended by agreement.

Clause 3: Price and payment
The price is Rp ..... per month, payable within ..... days of invoice.

Clause 4: Provider obligations
To supply labour, equipment and materials, and to keep the Client's information confidential.

Clause 5: Client obligations
To give access to the site and to pay under Clause 3.

Clause 6: Termination
Either party may end this agreement on ..... days written notice.

PARTY ONE

PARTY TWO

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CLEANING CHECKLIST

Your business name
Street address, city, postcode
Phone · Tax number (if any)

Site
.....

Date
.....

Cleaner
.....

Shift
Morning / Afternoon / Night

Tick each task once it is done. Note anything that needs attention.

Lobby and reception

- [ ] Sweep and mop the floor
- [ ] Wipe the reception desk and seating
- [ ] Clean the entrance glass
- [ ] Empty bins and replace liners

Washrooms

- [ ] Scrub and disinfect toilets and basins
- [ ] Refill soap, paper and air freshener
- [ ] Mop with disinfectant
- [ ] Check the drains

Corridors and stairs

- [ ] Sweep and mop
- [ ] Wipe handrails
- [ ] Check lights and report any that are out

Workspaces

- [ ] Wipe desks and surfaces
- [ ] Empty bins
- [ ] Vacuum carpets

Cleaner

Checked by

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HANDOVER REPORT

Your business name
Street address, city, postcode
Phone · Tax number (if any)

Number
HO/2026/.....

Date
.....

Site
.....

The cleaning work set out below was handed over and inspected on the date above.

Area	Work	Done	Notes
.....	.....	Yes / No	.....
.....	.....	Yes / No	.....
.....	.....	Yes / No	.....

The work was accepted in good condition by the Client.

The notes above form part of this report.

Handed over by

Received by

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INVOICE

Your business name
Street address, city, postcode
Phone · Tax number (if any)

Number
INV/2026/.....

Invoice date
.....

Due date
.....

To
Customer name
Address

Payment
Bank .....
Account .....
In the name of .....

Description	Quantity	Unit price	Amount
Room cleaning, weekly	80	22,000	1,760,000
Common areas	4	65,000	260,000
Supplies and materials	1	80,000	80,000

Taxable amount	2,100,000
VAT 11%	231,000
Total due	**Rp 2,331,000**

Amount in words: two million three hundred and thirty one thousand rupiah

Please quote the invoice number on the transfer.

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RECEIPT

Your business name
Street address, city, postcode
Phone · Tax number (if any)

Number
REC/2026/.....

Date
.....

Received from .....

The sum of .....

For payment of **Invoice INV/2026/..... , cleaning services .....**

Rp .....

Received by

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