

Strive for a Five

CONTRACT TEMPLATE G

Quote / Proposal for a Turnover Service

Australian edition

Checked October 2026

Free to download and use. striveforafive.com

Free to use — please read first

These templates are free, and they're a starting point, not a finished contract. They are general information only. They are not legal advice, and Strive for a Five is not a law firm.

Laws differ between states, territories and countries, they change over time, and every cleaning business and every client is different. A template can't know your situation.

Before you use, sign or send any of these documents, please have them reviewed by a qualified legal practitioner where you work. In Australia that's a solicitor or lawyer with a current practising certificate. Your state or territory law society can point you to one.

By downloading, you agree that you use the templates at your own risk and that, to the extent the law allows, Strive for a Five isn't liable for any loss that comes from using them.

Template G: Quote / Proposal for a Turnover Service

Template notice. This is a template only. It is not legal advice. Both parties are encouraged to get independent legal advice before relying on it for ongoing work.

When to use this: To quote a new host or property manager for regular turnover cleans.

Keep it to one page. When it's accepted by signature or email, it becomes the start of your working agreement.

Quote for turnover cleaning

From: _____ (business name) ABN: _____

Phone: _____ Email: _____

Registered for GST? Yes ☐ No ☐

Prepared for: _____

Property: _____

Date of quote: ____ / ____ / _____ **Quote valid for:** ____ days

What I'll do

Each turnover is cleaned to the **Strive for a Five** standard: looks clean, smells clean, feels clean, ready to stay and safe. That includes:

- Bedrooms: beds stripped and made with fresh linen, surfaces dusted, floors done
- Bathrooms: toilet, shower, basin, mirrors and floors cleaned and disinfected
- Kitchen and living areas: benches, appliances, floors, restock
- Outdoor areas: swept and tidied
- Final walk-through as a guest, then photos sent to you
- Anything missing, broken or left behind reported with a photo

Not included (available as add-ons): _____

Price

Item	Price
Standard turnover clean	\$_____ per clean
Laundry (if included)	\$_____ per load
Extra guest bed, pet hair, deep clean add-ons	Per my add-on list
Short-notice clean (under ____ hours)	\$_____ extra

Prices are **including GST** ☐ **excluding GST** ☐ **no GST** ☐.

How it works

- **Turnover window:** check-out _____ to check-in _____
- **Supplies:** cleaning products and equipment from _____; guest consumables and linen from _____
- **Access:** key ☐ lockbox ☐ smart lock ☐
- **Invoicing:** _____ (weekly / fortnightly / monthly), payable within ____ days
- **Cancellation:** no charge with ____ hours' notice; ____% of the fee after that

- **Re-cleans:** if something was missed, tell me within _____ hours with a photo and I'll fix it at no charge
- **Insurance:** public liability ☐ details on request
- **Start date:** ____ / ____ / _____

I'm happy to put this into a full agreement (Template A and Template B) if you'd like to carry on after a trial of _____ cleans.

Accepting this quote

Accept by signing below, or by replying to my email with "I accept this quote."

Signature: _____ Name: _____ Date: ____ / ____ /
