

FINANCIAL BREAKDOWN

To carry out daily and weekly tasks listed on the cleaning specification supplied, dated 23rd July 2012.

Monday to Sunday - (excluding Bank Holidays) areas comprising general offices, meeting rooms, kitchen, coffee points and staff room

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ITEM	Hours Per Week	Working Days	Cost (Ex VAT) £
Cleaning Supervisor @ £9 per hour	40		360.00
3 x Cleaning assistants @£6.75 per hour	45		303.75
1 x Cleaning assistant @£6.75 per hour	3		20.25
Holiday pay			73.66
Machinery depreciation – 4x cylinder vacuum			12.00
Cleaning materials			75.77
Uniforms/protective clothing			9.00
Admin Fee – insurance, management/supervision			170.87
Total weekly charge			1025.30
Invoiced per calendar month			£4,332.97
Terms of Payment - 30 Days Net			