

# Are You Ready to Bid on BIG Contracts?

A Checklist For Owners of Small/Medium Sized Janitorial Businesses

QUESTION	YES	NO	ACTION REQUIRED
Do you have a website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your website answer the following basic questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What type of cleaning do you specialize in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What geographical areas do you serve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How can they get in touch with you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What makes you credible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with your competitors' pitches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NAME	KEY TALKING POINTS
Competitor 1	
Competitor 2	
Competitor 3	

Are you able to easily show competitors how you're different from your competitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how you will calculate quotes for large contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a proposal template designed and ready to go?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the cleaning staff lined up to service a large contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the cash flow to pay those cleaners until you get paid by the client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a plan for managing your team as it grows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## RECOMMENDED RESOURCES

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### **3 Ways Your Website is Costing You New Customers (blog post):**

[www.sweptworks.com/blog/why-your-website-needs-a-renovation](http://www.sweptworks.com/blog/why-your-website-needs-a-renovation)

### **The 21 Day Sales Challenge (video tutorials, scripts, checklists & more):**

[www.sweptworks.com/challengesignup](http://www.sweptworks.com/challengesignup)

### **Quick Estimate Tool (mobile app for Apple and Android):**

[www.sweptworks.com/quickestimate](http://www.sweptworks.com/quickestimate)

### **Cleaning Services Proposal Template (proposal software & template):**

[www.proposify.com/proposal-templates/cleaning-services-proposal-template](http://www.proposify.com/proposal-templates/cleaning-services-proposal-template)

### **CleaningJobs.co (free hiring tool):**

[www.cleaningjobs.co](http://www.cleaningjobs.co)

### **How to Use Your Cleaners' Phones to Improve Communication (blog post):**

[www.sweptworks.com/blog/operations/how-to-use-cleaners-phones-to-improve-communication](http://www.sweptworks.com/blog/operations/how-to-use-cleaners-phones-to-improve-communication)

### **Swept software (14 day free trial):**

[www.sweptworks.com](http://www.sweptworks.com)