

Date: [Insert Date]

To: [Vendor Name]

Attention: [Contact Person Name]

Address: [Vendor Address]

Subject: Authorization for Janitorial Services - Work Order #[Insert Number]

Dear [Contact Person Name],

This letter serves as formal authorization for [Vendor Name] to proceed with the following janitorial services at the location specified below:

Property Location: [Insert Full Address]

Description of Work:

- [Service 1: e.g., Carpet steam cleaning]
- [Service 2: e.g., Floor waxing and buffing]
- [Service 3: e.g., Window washing]

Schedule:

The work is authorized to commence on [Start Date] and must be completed by [End Date]. Services should be performed during the following hours: [Insert Time, e.g., 6:00 PM to 10:00 PM].

Financial Terms:

The total cost for these services shall not exceed \$[Insert Amount] as per the quote provided on [Date of Quote]. Any additional charges must be approved in writing before work begins.

Special Instructions:

[Insert any specific instructions, such as check-in procedures, security codes, or safety requirements].

Please acknowledge receipt of this authorization by signing below and returning a copy to [Email Address/Department].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]

Vendor Acknowledgment:

Signature: _____ Date: _____