

Winning Email Templates with Follow-Ups

Email 1: Janitorial Appointment Setting – Free Walkthrough Offer

Subject: Quick Quote Comparison for Your Facility?

Hi [First Name],

I'm reaching out to see if you'd be open to a **quick walkthrough** of your facility. We offer professional janitorial services and are currently providing **free quote comparisons**—no pressure, just a chance to see if we can offer better value or reliability than your current provider.

Would later this week or early next week work for a quick walk-through?

Best,
[Your Name]
[Phone Number]
[Your Email]
[Company Name]

Follow-Up 1: Walkthrough Offer

Subject: Just checking in — quick walkthrough?

Hi [First Name],

Just wanted to follow up on my last message about a **quick walkthrough** to provide a no-obligation quote for janitorial services.

We're helping several businesses in your area improve service quality and reduce cleaning headaches—if you're open to it, I'd love to schedule a short walk-through that works for you.

Would [suggest day/time] work?

Thanks again,
[Your Name]
[Phone Number]
[Your Email]
[Company Name]

Email 2: Janitorial Appointment Setting – Reduce Complaints

Subject: Better Cleaning. Fewer Headaches.

Hi [First Name],

Many businesses are dealing with inconsistent cleaning and frequent complaints—we specialize in solving that.

We'd love to offer a **free service review and estimate** to see if we can help streamline your janitorial needs with a more dependable, responsive team.

Let me know if you'd be open to a quick walkthrough or phone call.

Best regards,
[Your Name]
[Phone Number]
[Your Email]
[Company Name]

Follow-Up 2: Reduce Complaints

Subject: Still open to exploring a new janitorial provider?

Hi [First Name],

Just circling back in case my last email got buried.

We specialize in dependable, consistent janitorial service—and we'd love to provide a quote or service review to see if we can help solve any current issues or save you money.

Let me know if you'd like to chat or set up a quick walkthrough.

Best,
[Your Name]
[Phone Number]
[Your Email]
[Company Name]

Email 3: Post-Construction Cleaning – Vendor Registration

Subject: Request to Join Your Vendor List for Final Cleaning

Hi [First Name],

My name is [Your Name], and we specialize in **post-construction cleaning services**, including rough cleans, finals, and punch list detailing.

I wanted to check if your company has a **vendor or subcontractor registration process** we could complete to be considered for upcoming cleaning phases on your projects.

We're fully equipped and insured, and we've worked on both commercial and residential builds across [City/Region].

I'd be happy to send over our information or fill out any paperwork needed.

Thanks for your time,
[Your Name]

[Phone Number]
[Your Email]
[Company Name]

Follow-Up 3: Vendor List Request

Subject: Following up - vendor list for cleaning phases?

Hi [First Name],

Just checking back to see if there's a vendor registration or prequalification process we could complete to be considered for your cleaning phases.

We're ready to take on new post-construction cleaning jobs and can turn around documentation quickly if you need anything from us.

Would love to stay on your radar for any upcoming projects.

Thank you,
[Your Name]
[Phone Number]
[Your Email]
[Company Name]

Email 4: Post-Construction Cleaning – Bid Opportunity

Subject: Post-Construction Cleaning – Available for Bids

Hi [First Name],

We provide fast, reliable post-construction cleaning and would love to be considered for any upcoming jobs you're bidding out.

We handle all phases of cleaning, are experienced with tight timelines, and work with builders throughout [Region].

Would you be open to receiving our company info or a bid on any upcoming projects?

Thank you,
[Your Name]
[Phone Number]
[Your Email]
[Company Name]

Follow-Up 4: Bid Opportunity

Subject: Open to a post-construction cleaning bid?

Hi [First Name],

I know you're busy, but I wanted to follow up in case you have any current or upcoming projects that could use a **final clean, punch list detail, or full post-construction service**.

We'd be happy to provide a quote quickly or send over our credentials.

Let me know if you'd like more info or a bid.

All the best,
[Your Name]
[Phone Number]
[Your Email]
[Company Name]