

Quote check

A fictional office-cleaning example

1. Read the quotes

Quote A: \$900 per month. Four visits per month. Vacuum office areas, clean two restrooms and empty trash. Cleaning supplies included. Contract length not stated.

Quote B: \$850 per month. Weekly visits. Vacuum office areas and clean two restrooms. Cleaning supplies and trash service not stated. Twelve-month term.

Tax is not specified in either quote. Weekly does not necessarily mean four visits every month.

2. Use the prompt

Compare the two fictional office-cleaning quotes below. Use only the supplied text. First list facts that differ. Then list the questions we must ask before comparing total cost or scope. Separate not stated from excluded. Do not rank vendors, assume weekly means four visits every month, calculate savings, add tax or claim a final total. Keep the answer brief enough to review against the original quotes.

Quote A: \$900 per month. Four visits per month. Vacuum office areas, clean two restrooms and empty trash. Cleaning supplies included. Contract length not stated.

Quote B: \$850 per month. Weekly visits. Vacuum office areas and clean two restrooms. Cleaning supplies and trash service not stated. Twelve-month term.

Use a writing assistant of your choice. Before using your own quotes, remove names, addresses, contact details and other private information.

Quote check checklist

Compare the response with the original quotes and confirm missing details.

Known in the fictional quotes

- ☐ A is \$900 per month and B is \$850 per month.
- ☐ A states four visits per month. B states weekly visits.
- ☐ Both state office vacuuming and two restrooms. A also states trash service and included cleaning supplies.
- ☐ B states a twelve-month term.

Questions to answer

- ☐ What is A's contract length?
- ☐ Are trash service and cleaning supplies included in B? They are not stated, not necessarily excluded.
- ☐ How are visits scheduled and counted for B's weekly service?
- ☐ Does either price include tax? Are there other fees or scope differences?

Your notes

Ask the providers about missing details, then review their answers against the original quotes. Do not treat a generated comparison as a final cost.