**Inquiry Response Templates**

Below are **7 example inquiry‑response templates** tailored for a **house‑cleaning** business. Feel free to swap in your company name, service details, links and formatting to match your brand!

**1. General Inquiry Response**

Hi [Name],

Thanks for reaching out to SparkleClean! We’d love to help you keep your home spotless. Could you share:

• Your property size (e.g., 3 bed/2 bath or approx. square meters)

• Preferred cleaning frequency (one‑off, weekly, fortnightly)

• Any specific areas of concern

Once I have that info, I’ll send you a custom quote and available dates.

Cheers,

[Your Name]

SparkleClean Team

[Phone] | [Website]

**2. Pricing Request**

Hello [Name],

Great question—our standard deep‑clean package for a 3 bed/2 bath home starts at \*\*$180\*\*. That includes:

• Dusting, vacuuming & mopping all rooms

• Kitchen sanitisation (cabinets, countertops)

• Bathroom deep‑clean (tiles, grout, fixtures)

We also offer add‑ons like inside‑fridge wipe‑down ($25) or interior window cleaning ($40).

Would you like me to send a detailed breakdown or book your first clean?

Best,

[Your Name]

SparkleClean Pricing Specialist

[Phone]

**3. Availability & Booking**

Hi [Name],

Thanks for your interest! We currently have openings on:

• \*\*Thursday, May 1st\*\* between 9 AM–12 PM

• \*\*Friday, May 2nd\*\* between 1 PM–4 PM

• \*\*Monday, May 5th\*\* between 10 AM–2 PM

Please let me know which slot works best, and I’ll reserve it for you. If none fit, I can send more options.

Warmly,

[Your Name]

SparkleClean Scheduler

[Phone] | [Online Booking Link]

**4. Service Details & Add‑Ons**

Hello [Name],

Here’s what’s included in our \*\*Standard Home Clean\*\*:

• Dusting & wiping all surfaces

• Vacuuming & mopping floors

• Kitchen (sink, counters, cabinet exteriors)

• Bathrooms (toilet, shower, mirrors, floors)

\*\*Popular Add‑Ons:\*\*

– Inside fridge wipe‑down

– Oven interior cleaning

– Interior window wash

Reply with any add‑ons you’d like, and I’ll update your quote!

Thanks,

[Your Name]

SparkleClean Services

[Phone]

**5. Timeline Inquiry**

Hi [Name],

A typical deep‑clean for a 4 bed/2 bath home takes around \*\*3–4 hours\*\* with two technicians.

Our recurring maintenance cleans usually take \*\*2 hours\*\*.

Once you confirm the date, we’ll send a “Prep Guide” so you can clear any clutter and maximize our time.

Does that timeframe work for you?

Regards,

[Your Name]

SparkleClean Operations

[Phone]

**6. Follow‑Up on Inquiry**

Hi [Name],

Just checking in—did you get a chance to review my quote and available dates?

I’m happy to answer any questions or adjust the package to fit your needs.

Let me know how you’d like to proceed!

Best,

[Your Name]

SparkleClean Follow‑Up

[Phone]

**7. Thank You & Next Steps**

Hi [Name],

Thanks for choosing SparkleClean! To confirm your booking, I’ve attached:

1. \*\*Service Agreement:\*\* Please e‑sign and return.

2. \*\*Invoice:\*\* Due by [Date].

Once we receive these, your clean is locked in for \*\*[Date] at [Time]\*\*. We’ll follow up with our “Pre‑Clean Prep” checklist so you’re all set.

Looking forward to giving you a sparkling home!

Sincerely,

[Your Name]

SparkleClean Owner

[Phone] | [Email]

**Note:** These are **example** templates—customize any placeholder, pricing, or service detail to fit your house‑cleaning business and brand voice!

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