## Formal announcement

**Subject:** Important Update: Now Accepting Quote Requests via Fax for Residential and Commercial Cleaning

We are pleased to announce a new option for our valued clients. You can now easily submit quote requests for residential and commercial cleaning services by fax. This new method is part of our commitment to provide more convenient ways to connect with us.

## To request a cleaning quote, please fax your information to:

518-000-000

## Include the following details with your request:

- Contact Name
- Company (for commercial quotes)
- Service Address
- Phone Number and Email
- Type of Service (Residential or Commercial)
- A brief description of your cleaning needs

We look forward to providing you with a timely and competitive quote.