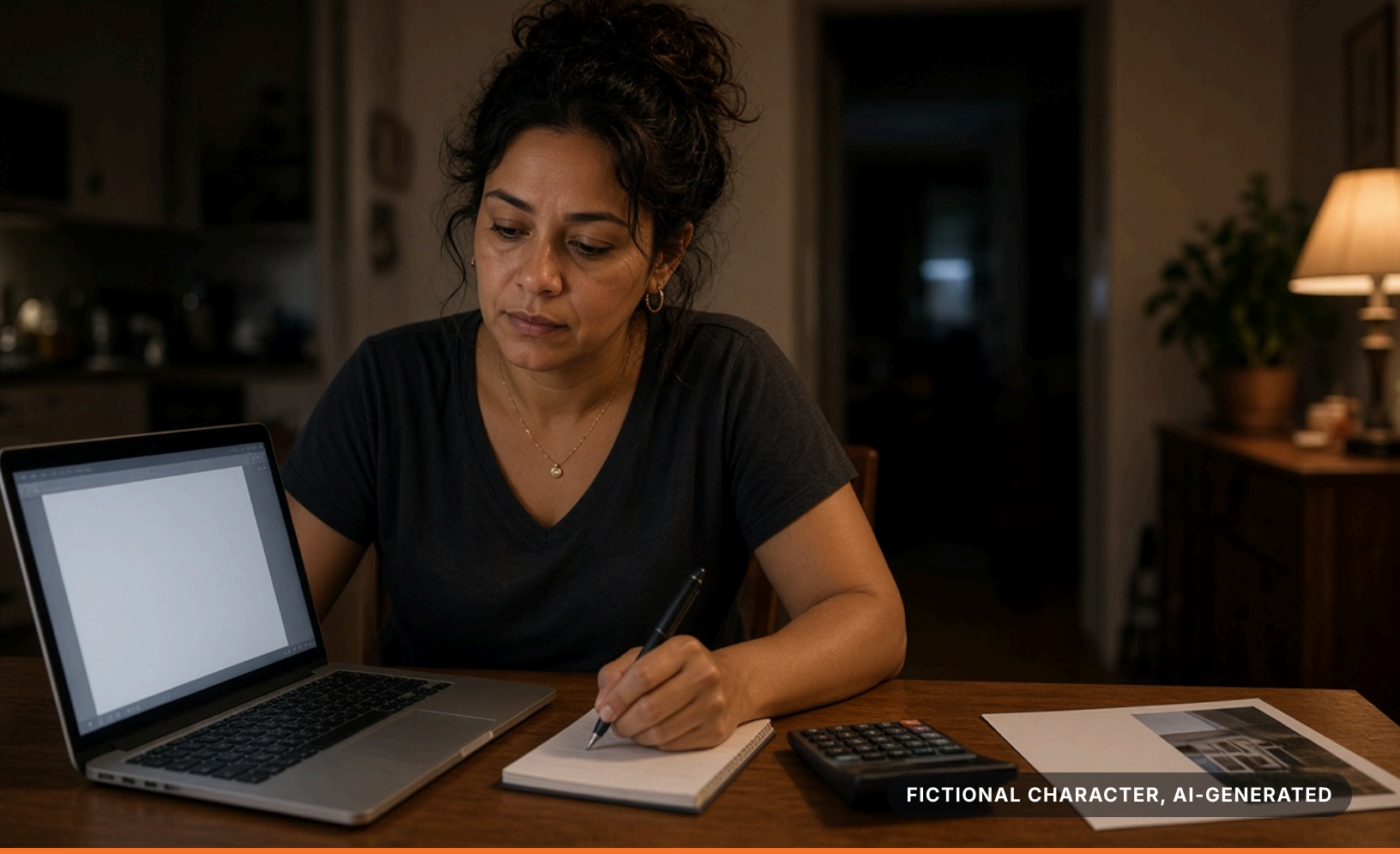


PRACTICAL GUIDE · QUOTES

How to write a faster quote

A 5-step path out of the 10 p.m. quote — with AI on the draft and the price always in your hands.

WeCazza

Five steps, in this order

Quotes drag when the scope is only in your head and the proposal is written from scratch. The five steps below fit at the end of the afternoon, not the end of the night.

1. Hear the request and write the scope: what is in, what is out, frequency, access.
2. Fill the gaps with photos or a short visit, if the house is new or the request is heavy.
3. List rooms and tasks (AI can draft the list; you cut what is not there).
4. Decide your price. WeCazza’s AI assistant can suggest a quote; you review, adjust and decide. Nobody publishes a number in your name.
5. Send the message the same day, with an expiry date, and follow up in 3 days if there is no reply.

> **What this guide does not do.** It does not include a price table, or a “right” number for your market. The price is yours.

What every quote needs

- [ ] The client’s name and address (or the neighborhood, if you do not have the number yet).
- [ ] A proposed date and time window, or the frequency if it is recurring.
- [ ] What is included, in a short list, room by room when it matters.
- [ ] What is not — oven, windows, laundry, outdoor areas, specialty products.
- [ ] Your price, set by you, and how to pay (card or ACH, in the flow you already use).
- [ ] How long the quote is valid (for example, 14 days) and what changes if the scope changes on the day.

A prompt for AI, when you only need a draft of the message

> “Write a short quote message in [English]. Include what is in, what is out, and how long it is valid. Do not invent the price: leave a [PRICE] field for me to fill in. Scope: [paste here].”

Read it out loud. If it does not sound like your company, fix the tone before you send it.

A page to copy and fill in

Copy this page or print it and fill it in by hand. It organizes what you need before you write the proposal. The price is yours: there is no ready-made table in this guide.

Type of cleaning

e.g. regular, deep, move-out, post-construction.

Frequency

One-time, weekly, bi-weekly, monthly, other.

Condition of the home

What you saw or what the photos show. Do not invent a room that was not described.

What's included

Extras

Exclusions (what's out)

Price (you fill this in)

No number goes out in your name without your say-so.

Send message (draft)

Three prompts, in this order

Three connected tasks: prepare the proposal, confirm the job, and follow up on the reply. Paste the block into an external AI, replace the bracketed fields, and reread before you send. This does not replace what WeCazza already does in the app.

1. Prepare the proposal

> “Write a short, professional message, in [English], to send a quote for a residential cleaning job in the U.S. Include what is in, what is out, and how long it is valid. Do not invent the price: leave a [PRICE] field for me to fill in. Scope: [paste what you wrote on the previous page].”

2. Confirm the job

> “Write a short message to confirm this week’s cleaning. Include the day, time window, and ask the client to say if access or scope has changed. Do not invent an address, a price, or a time I did not give you. Details: [day, time, address, notes].”

3. Follow up on the reply

> “Write a short follow-up, in [English], for a client who received a quote 3 days ago and has not replied. Do not pressure and do not offer a discount. Do not invent a deadline or a price. Details: [name, date sent, validity].”

Read it out loud. If it does not sound like your company, fix the tone before you send it.

Mistakes that push the work into the night

- [ ] Quoting a house you have never seen, with no photos.
- [ ] Leaving “we’ll see when we get there” in place of what is out — that is how an unpaid extra is born.
- [ ] Sending the price in a WhatsApp voice note, with no written scope.
- [ ] Letting AI publish a number you have not reviewed.
- [ ] Stacking quotes for after 10 p.m., when tiredness lowers your judgment.

If a regular client repeats every week, the recurring quote is recorded once. The schedule does not start from scratch every Monday.

Want to quote, schedule and invoice in one place?

In WeCazza, the AI assistant suggests a quote. You review, adjust and decide the price. Scheduling, team and invoices live in the same app, in English, Portuguese and Spanish. 15-day trial. A card is required at signup. The first charge is on day 16. Cancel before day 16 to avoid being charged.

wecazza.com

Free material from WeCazza. The people in the photos are fictional, generated by AI.