



Cotiva

User Guide

Version 1.4.0 · Bluewave Cleaning Services, LLC

The pricing calculator & proposal generator built for cleaning businesses.

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1 · Welcome to Cotiva

Cotiva is a pricing calculator and proposal generator made specifically for residential, commercial, and post-construction cleaning businesses. It replaces gut-feel guessing with a repeatable model so every quote shows you a real price *and* the margin behind it — then turns that quote into a branded proposal you can send in minutes.

Cotiva runs entirely in your web browser and works offline. There is no account to manage, no monthly subscription, and no cloud server holding your data.

2 · Activation & install

Activate your license

1. Open **cotiva.bluewavecleaning.net** in any modern browser, or open your downloaded copy.
2. Enter the **license key** from your purchase email, plus your name, purchase email, and order number.
3. Click **Activate License**. Cotiva stays activated on that device.

One key, all your devices. Your license activates Cotiva on each of your own devices. Keep your key private — it is tied to you as the named buyer.

Install it (optional)

- **Phone:** open the link, then **Add to Home Screen**.
- **Desktop:** click the **install** icon in the address bar.

Once Cotiva has loaded once, it works fully offline.

Cotiva by Bluewave

Activate Cotiva

Enter the license details from your purchase email to begin.

License key

Format: CQP-XXXX-XXXX-XXXX. Case and dashes don't matter.

Your full name

Purchase email

Order number

From your Shopify confirmation email.

Activate License

Lost your key? Reply to your order confirmation email and we'll re-send it.

Cotiva is licensed for use by the named buyer only. Redistribution, resale, or sharing of the file or license key is prohibited.

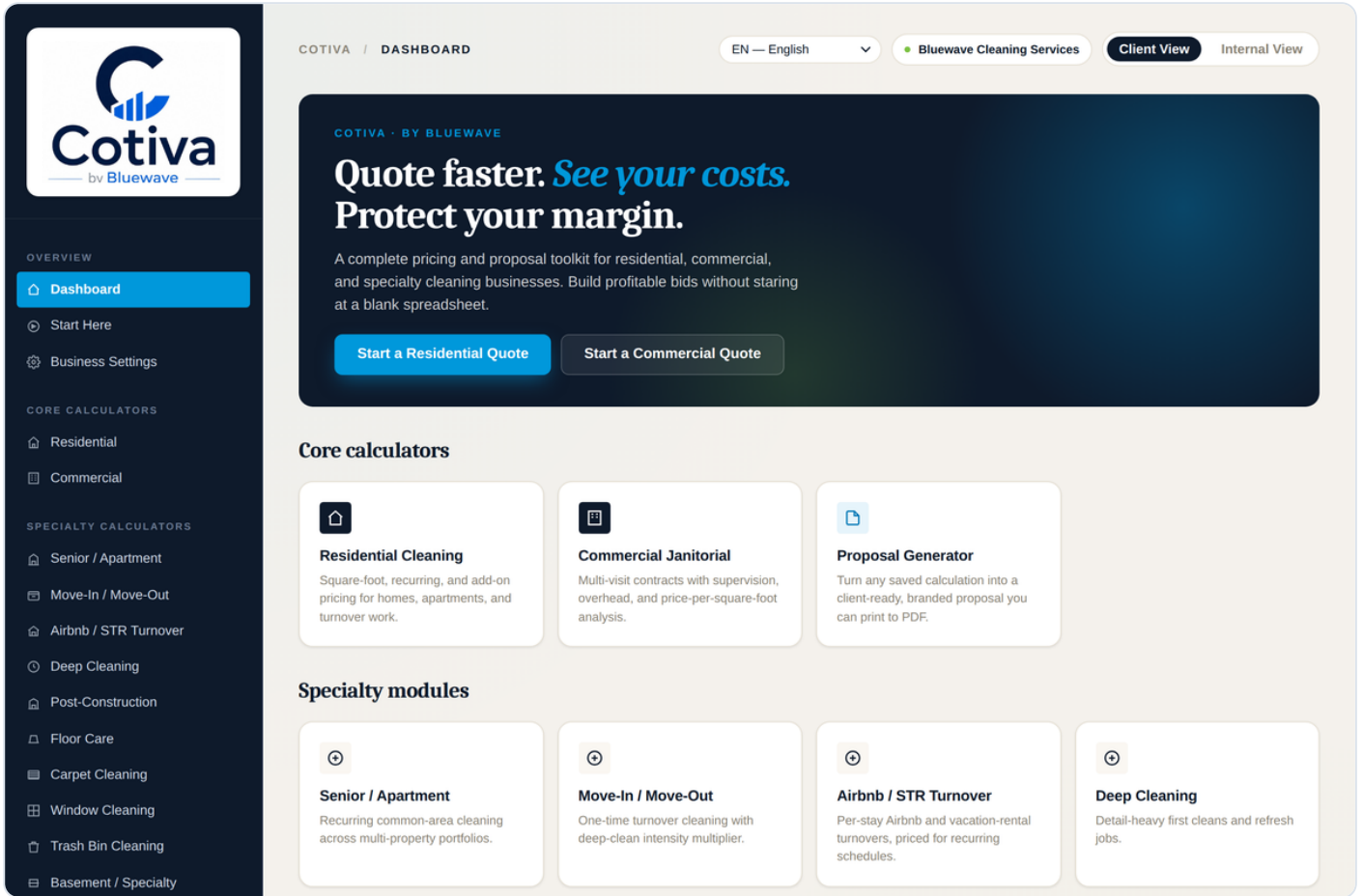
The activation screen.

3 · The workspace & your business profile

Cotiva is organized around **modules** — one for each kind of job you price, plus analysis and proposal tools. A typical flow is: open the module that matches the job, fill in the details, review the live price and margin, save the quote, then generate a proposal.

Set up your business profile first

Before your first quote, add your **business name, logo, and default rates**. These flow automatically into every quote and proposal.



The dashboard.



OVERVIEW

Dashboard
Start Here
Business Settings

CORE CALCULATORS

Residential
Commercial

SPECIALTY CALCULATORS

Senior / Apartment
Move-In / Move-Out
Airbnb / STR Turnover
Deep Cleaning
Post-Construction
Floor Care
Carpet Cleaning
Window Cleaning
Trash Bin Cleaning
Basement / Specialty

COTIVA / BUSINESS SETTINGS

EN — English
Bluewave Cleaning Services
Client View
Internal View

Business Settings

This information appears on every proposal you export. Set it up once. Edit it any time.

Company identity

Company name required

Bluewave Cleaning Services

Logo text shown on proposal header

Owner / Contact name required

Manny Clayton

Title

Owner

Business address

Albany, NY 12207

Phone required (or email)

(518) 650-2509

Email required (or phone)

contact@bluewavecleaning.net

Website

bluewavecleaning.net

Branding & appearance

Logo image PNG or JPG, used on proposals

Click to upload logo

PNG, JPG, or SVG (recommended: 600x200 px)

Logo size on proposal

Medium (recommended)

Brand accent color used on proposals

Business settings — name, logo, rates, and terms.

4 • Pricing modules

Open the module matching the job, enter details, and watch price and margin update live, then save the quote.

Module	What it's for
Residential Cleaning	Homes, apartments, and turnovers — square-foot, recurring, and add-on pricing.
Commercial Janitorial	Ongoing contracts — supervision, overhead, and price-per-sq-ft.
Post-Construction	New builds and renovations — multi-floor, multi-pass detailing, and debris.
Scenario Comparison	Compare versions of a job side by side before you bid.
Break-Even Analysis	Your minimum price and margin-safe price.
Proposal Generator	Turn any saved quote into a branded proposal.

Post-Construction, multi-floor: set the number of floors and the area for each — Cotiva totals all floors, not just one.

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COTIVA / RESIDENTIAL

EN — English

Bluewave Cleaning Services

Client View

Internal View

Residential

The condition and pet level shape your time-on-job estimate.

Property details

The condition and pet level shape your time-on-job estimate.

Square footage

2400

sq ft

Bedrooms

3

Bathrooms

2

Service type

Deep cleaning

Frequency

Bi-weekly

Condition

Standard

Pets in home

1-2 pets

Labor & costs

Use your real wage and burden rate. Burden covers payroll taxes, workers' comp, and benefits (typically 18-28%).

Cleaners assigned

2

Hours per cleaner

3

hrs

Wage per hour

28

\$

Payroll burden

22

%

Supplies cost

\$ 25

Equipment cost

\$ 18

Travel cost

\$ 20

Target margin

40

%

Discount on quote

0

%

Suggested: 4.5 hrs based on 2,400 sq ft — [click to apply](#)

The Residential calculator with a sample quote.

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OVERVIEW

- Dashboard
- Start Here
- Business Settings

CORE CALCULATORS

- Residential
- Commercial

SPECIALTY CALCULATORS

- Senior / Apartment
- Move-In / Move-Out
- Airbnb / STR Turnover
- Deep Cleaning
- Post-Construction**
- Floor Care
- Carpet Cleaning
- Window Cleaning
- Trash Bin Cleaning
- Basement / Specialty

COTIVA / POST-CONSTRUCTION

EN — English

Bluewave Cleaning Services

Client View
Internal View

Post-Construction

Final and rough post-construction cleaning for new builds, renovations, and tenant build-outs. Fine drywall-dust removal, multi-pass detailing, sticker and adhesive removal, and debris haul-out. Priced per square foot at a deliberately low production rate to reflect the multi-pass labor these jobs require.

Property details

Property profile

Final clean — residential

Number of floors

3

Facility name

Square footage

2400

sq ft

Production rate (sqft per labor-hour)

125

Setup hours per cleaner

3

hrs

Suggested: 125 sq ft/hr based on Final clean — residential — click to apply

☐ Frequency: Weekly

Days per week

1

days

Labor & costs

Cleaners on job	Wage per hour	Payroll burden
2	\$ 28	22 %
Supplies cost	Equipment cost	Travel cost
\$ 25	\$ 18	\$ 20

Post-Construction with a multi-floor job.

5 • Building & sending proposals

1. Build and save a quote in any module.
2. Open the **Proposal Generator** and select that quote.
3. Cotiva assembles a branded proposal with your business name, logo, scope, line items, and total.
4. **Print or save to PDF**, or **export to Word (.docx)**, then send it to your client.

Proposal language. The on-screen preview can be shown in English, Spanish, or Portuguese for comprehension. The exported PDF/Word proposal is currently produced in English.



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COTIVA / PROPOSAL GENERATOR

EN — English

Bluewave Cleaning Services

Client View

Internal View

Proposal Generator

Edit client info, scope, and terms. Then export as PDF or Word.

VIEW IN: English

Save as PDF

Download Word

Print

Clear

DOCUMENT TYPE:

Quote

Proposal

1 Client Information

CLIENT / CONTACT NAME

e.g. Sarah Johnson

COMPANY (OPTIONAL)

e.g. Sunrise Property Ma

SERVICE ADDRESS

Service address

EMAIL

name@example.com

PHONE

(555) 123-4567

2 Proposal Content

SCOPE SUMMARY

The opening sentence on the proposal. Keep it short.

e.g. Biweekly residential cleaning of a 2,400 sq ft home.

DETAILED SCOPE (OPTIONAL — BULLET ITEMS, ONE PER LINE)

The full task list. One task per line. Bullet rendering happens automatically.

Dust all surfaces
Vacuum carpets
Mop hard floors

EXCLUSIONS (OPTIONAL)

Items not included in this quote

ADDITIONAL TERMS / NOTES (OPTIONAL)

Any extra terms specific to this proposal (optional).

VALID UNTIL

07/15/2026

PROPOSAL #

PROP-2026-0615-771

PRICING OPTIONS (GOOD-BETTER-BEST)

Offer three frequency plans — your quoted plan is highlighted as recommended. The other prices are auto-derived; edit them below to override.

☒ Show three pricing options in this proposal

Client view

All options (client selects)

Selected plan Biweekly

Weekly (\$)

402

Biweekly (quoted)

\$446.60

Monthly (\$)

518

CLIENT PREVIEW — THIS IS WHAT YOUR CLIENT WILL SEE

Bluewave Cleaning Services

Owner

Residential Cleaning Services Agreement

PROP-2026-0615-771

Issued: Jun 15, 2026

Valid until: Jul 15, 2026

PREPARED BY

Bluewave Cleaning Services

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Albany, NY 12207

(518) 650-2509

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bluewavecleaning.net

PREPARED FOR

[Client name]

1. GENERAL

Bluewave Cleaning Services agrees to provide professional residential cleaning service at the Client's home. Service options include standard recurring cleaning, deep cleans, move-in/move-out turnover cleans, and one-time services. Bluewave Cleaning Services will furnish trained, vetted, and insured staff along with all standard cleaning supplies and equipment, and will perform all services as described in Appendix A.

2. COMPENSATION

Choose the plan that fits your home. Your quoted plan is highlighted. Final pricing is confirmed after a property review and may include a condition adjustment for heavy soil, pets, or clutter.

6 · English, Spanish & Portuguese

Cotiva's interface is fully localized in **English, Spanish, and Brazilian Portuguese**. Switch languages from the top of the app; the labels you work with change instantly. The proposal preview can also be viewed in any of the three languages.

7 · Offline use & your data

- **Offline:** after Cotiva loads once, it works with no internet connection.
- **Privacy:** your business profile, saved quotes, and settings stay on your own device.
- **Per device:** saved quotes live on the device where you created them. Clearing your browser's site data removes saved work — export proposals you want to keep.

8 · Managing your license

- Your key looks like **CQP-XXXX-XXXX-XXXX**; case and dashes don't matter on entry.
- Use the same key to activate Cotiva on each of your own devices.
- **Lost your key?** Reply to your order confirmation email and we'll re-send it.
- The license is for you as the named buyer; sharing the key or file isn't permitted.

9 · Troubleshooting & FAQ

The app shows the activation screen again

If you cleared your browser data, switched browsers, or are on a new device, re-enter your key.

My saved quotes disappeared

Saved work is stored locally in the browser. Clearing site data or using a different browser/device won't show those quotes. Export proposals you want to keep.

Does Cotiva guarantee profit?

No. Cotiva provides pricing estimates and calculation support — always verify your own local wages, costs, and final pricing before quoting a client.

10 · Support

Questions, a lost key, or a problem to report? Contact **contact@bluewavecleaning.net** or reply to your order confirmation email.