

Name _____ All Phone #'s _____
Job site _____ City _____ Billing _____
Style home _____ Sq Ft _____ Gain Access _____
Credit card kind _____ # _____ Exp _____ Collateral only _____

Occupied _____ Empty Unit _____ Moving In _____ Moving Out _____ Up for Sale _____ Sold courtesy cleaning _____

Customers will generally prepare the home by picking up. This ultimately cuts the cleaning cost. We do not do dishes or laundry,

The Basic Service Program in its condensed form is:

*Dusting *Vacuum *Bathrooms *Kitchen (making beds and changing linens is extra)

Our 14 point Basic Service is as follows:

Dusting :

- _____ 1. All open and exposed woodwork
- _____ 2. All furniture
- _____ 3. All wall hangings

Floors:

- _____ 4. Vacuum carpets with large upright commercial vacuum
- _____ 5. Vacuum edges and around furniture with portable vacuum
- _____ 6. Wash hard surface floors

Kitchens:

- _____ 7. Appliance outside, stove drip pans and microwave inside
- _____ 8. Spot clean cabinets and hardware (not a full degreasing)
- _____ 9. Counter tops and sink area
- _____ 10. Remove trash

Bathrooms:

- _____ 11. Tub, showers and doors
- _____ 12. Toilets and sink and fixtures
- _____ 13. Mirrors and vanity cabinets
- _____ 14. Remove trash

Deep Cleaning Tasks:

- _____ **Complete furniture moving vrs. open and exposed areas.**
- _____ **Steam cleaning of carpets or upholstery - separate work order**
- _____ **All window cleaning inside and out - separate work order**

WOODWORK (note - depending on the severity of the soil, there are a variety of options for cleaning)

_____ Woodwork (horizontal base, door & window casings, raised panel doors, railings, ledges, vertical trim etc)
DUST ONLY, DAMP WIPE (light cleaning), FULL DEGREASE (heavily soiled),
FINAL DRY WIPE (construction dust sometimes needed)

_____ Cabinets - Vacuum inside of cabinets, built-ins, vanities (this is usually necessary prior to any wet cleaning)

_____ Cabinets - Clean Inside of kitchen cabinets, vanities, and medicine cabinets
DAMP WIPE (light cleaning), FULL DEGREASE (heavily soiled),
FINAL DRY WIPE (construction dust sometimes needed)

_____ Cabinets - Clean Outside of kitchen cabinets, vanities, and medicine cabinets
DUST ONLY, DAMP WIPE (light cleaning), FULL DEGREASE (heavily soiled), FINAL DRY WIPE

_____ Closet shelves

FLOORS (not in basic service)

_____ Sweep Concrete (garage, basements, furnace room) _____
_____ Wet mop floors concrete _____
_____ Power scrub tile or concrete floors and extract water _____
_____ Apply wax or floor finish (# of coats, figure drying time in-between) _____

KITCHEN - DEEP CLEANING

_____ Oven - customer runs self-cleaning we wipe out _____

Oven - we supply product spray and clean _____
 Oven conventional - customer supplies and sprays _____
 Pull oven drawer and wash floor or pull oven out with no flooring liability _____
 Stove top, cook top or Jen air (drip pans dispose or clean) _____
 Underside of the range hood and filters? _____
 Refrigerator outside _____ Refrigerator - disassemble inside and door gasket _____ Grate down by floor
 Move refrigerator out with no flooring or ice maker water line liability, vacuum the back
 side _____
 Freezer inside (note - should be thawed in
 advance) _____
 Dishwasher outside, inside and door gasket _____
 Trash compactor outside, inside and track
 system _____
 Wall area above the counter
 tops _____

WALLS AND VENTS

Wall spotting & switch plates _____
 Full wall washing dust removal no dry wiping _____
 Full wall washing (grease or smoke removal at higher labor rate & customer should be on
 site) _____
 Cold air return vents _____
 Bathroom exhaust fan _____
 Perimeter de-cob webbing _____

WINDOW TREATMENTS AND UPHOLSTERY

Vacuum furniture, flip cushions and do pillows _____
 Blinds washed both sides (kitchen and bath especially) _____
 Blinds dusted on the front side only (quick job) _____

 Shutters or louvers _____
 Louvered doors _____

LIGHT FIXTURES AND CEILING FANS

Hanging light fixtures inside and or outside with partial or full disassembly _____
 Other misc. light fixtures ceiling or wall mount _____
 Ceiling fans with or without lights (clean by hand or with a pole) _____

High ledge work or above cabinets (any areas over 8') _____

_____ TOTAL SINGLE HOUR ESTIMATE OF LABOR @ \$ _____ PER SINGLE HOUR \$ _____

Note: Customer should always have cash & jewelry secured/put away

Carpet cleaning per attached sheet	\$ _____
Window cleaning per attached sheet	\$ _____
Travel time for house cleaning crews _____	\$ _____
Mileage _____	\$ _____
Minn. Sales tax	\$ _____
Total Cost _____	\$ _____

_____ This is a fixed bid price

_____ This is a price range that will be within 30% plus or minus
 or Accent will make the customer aware

CUSTOMER SIGNITURE