



BLOUNT'S CLEANING ESTIMATE, AGREEMENT & SERVICE SCHEDULE

No. _____

Phone: (408) 408-593-0389
Blountscleaningllc@gmail.com
www.BlountsCleaning.com

COMPANY NAME:	
DATE:	PHONE:
ADDRESS::	
NAME:	CONTACT PH.
TERM:	OTHER:

AREA / ITEMS	DAILY	WEEKLY	MONTHLY	OTHER
GENERAL OFFICE AREAS				
Dust furniture, desks, chairs, credenzas, tables, and cabinets. Papers and folders will not be moved.				
Dust computer screens and other office equipment per client instructions.				
Empty waste containers and remove trash to the designated area (Client is responsible for liners which can be purchased through Vanguard).				
Clean entrance glass and internal window glass, removing fingerprints and smudges.				
Vacuum carpeted areas.				
Dust mop hard floor areas.				
Return chairs, furniture, and waste containers to proper positions.				
Lock designated office doors upon completion of cleaning.				
Dust window ledges, tops of partitions, and low reaching areas including chair rungs, baseboards, and moldings.				
Dust and remove debris from metal entrance thresholds.				
Clean and sanitize telephones.				
Damp mop hard floors.				
Clean white boards				
Dust Venetian blinds or other window coverings.				
Vacuum carpet edges and corners.				
Vacuum upholstered furniture.				

GENERAL OFFICE AREAS (Cont.)				
AREA / ITEMS	DAILY	WEEKLY	MONTHLY	OTHER
KITCHEN/BREAKROOM AREAS				
Damp wipe tabletops, counters, and spot clean exteriors of cabinets.				
Empty trash containers and remove trash to the designated area.				
Damp wipe exterior and interior of microwave ovens.				
Vacuum carpeted areas.				
Sweep or dust mop and damp mop hard floors to remove spills and stains.				
Clean and sanitize sinks.				
Wipe exterior of refrigerator.				
Spot clean walls for marks and smudges.				
RESTROOMS				
Restock toilet paper, paper towels, hand soap, and other supplies (Client is responsible for these toiletries/supplies .				
Empty trash containers and remove trash to the designated area				
Sweep or dust mop, and wet mop and sanitize hard floor surfaces.				
Clean and sanitize restroom sinks, counters, and restroom fixtures including toilet bowls, toilet seats, and urinals.				
Clean and polish mirrors, glass and chrome.				
Vacuum vents and remove cobwebs.				

SERVICE SCHEDULE	NOTES		
<p>1. Material or labor cost increases may result in a renegotiation of terms.</p> <p>2. Cleaning supplies to perform this service will be supplied by: _____</p> <p>3. Total costs of service will be: \$_____ and payable monthly on the 1st day each month.</p>			
	CLEANING SCHEDULE		
	<input type="checkbox"/> Sat	<input type="checkbox"/> Weekly	
	<input type="checkbox"/> Sun	<input type="checkbox"/> Biweekly	
	<input type="checkbox"/> Mon	<input type="checkbox"/> One Time	
	<input type="checkbox"/> Tue	<input type="checkbox"/> Other(see note)	
	<input type="checkbox"/> Wed		
<input type="checkbox"/> Thu			
<input type="checkbox"/> Fri			
	Total Materials		
	Subtotal		
	Additional Labor		
	Sales Tax Rate		
	TOTAL		

How We Would Approach Our Work with You

The Standard of Clean

Your building's appearance is a critical concern to you and your customers, business partners and employees. Blount's Cleaning you have the confidence that your office cleaning needs will be met and any service issues will be addressed quickly and completely. Unlike other janitorial services which are inconsistent or slow to fix problems, we execute as promised and to your expectations.

1. Highly Trained and Motivated Service Providers
2. Advanced Cleaning Technologies
3. Diverse and Specialized Capabilities
4. Disciplined Approach

Attention to Detail

There's no mystery to how Blount's Cleaning does it. Performance is monitored and compared with your customized service schedule. We provide periodic quality assessment visits.

Blount's Cleaning takes responsibility and works hard to avoid issues or problems, but when they occur, they are addressed directly, quickly and completely.

- We Listen – It's the only way to improve the service.
- Ask questions and work with you on what needs to be addressed.
- Solve – Remedy the issue. With your feedback and Blount's Cleaning experience, the issue can be resolved quickly and efficiently.
- Confirm – Even after the issue is resolved; Blount's Cleaning will confirm with you and see if additional support is needed.

Green Quality of Standard

- High filtration vacuums
- Environmentally Friendly, Green Cleaning Agents
- Microfiber Equipment/Cloths
- Green Replenishment-You can order recycled paper liners, available upon request for an additional fee

BLOUNT'S CONTRACT AGREEMENT

The undersigned hereby accepts the estimate of Blount's Cleaning service to supply janitorial services for our premises located at:

Company Name: _____

Address: _____

With the following terms:

1. Beginning (Date) _____ Blount's Cleaning service will arrange for delivery of the professional commercial cleaning services described on the "Service Schedule" in the evenings _____ at a monthly cost of \$ _____ on a month to month contract. (end date to be determined)

2. Client accepts that the services to be provided under the Service Schedule will be delegated by Blount's Cleaning service. Client agrees to inform Blount's Cleaning, LLC if dissatisfied with the services.

3. The contract price on the Service Schedule is applicable for 30 days from the date of this Agreement for the services identified on, and to be delivered at the intervals provided in, the Service Schedule. The price is subject to adjustment based upon substantial changes in occupancy or cleaning requirements. Either Client or Blount's Cleaning, LLC can cancel this Agreement by giving 30 days advance written notice of cancellation to the other party. Any modification to this Agreement must be in writing and signed by Client and Blount's Cleaning, LLC.

4. Client will be invoiced each month for the prior month's service, with payment due by the 5th of the following month. Payments not received by the 10th of the month in which they are due are delinquent and subject to a service charge. Blount's Cleaning, LLC, can suspend services pending receipt of late payments without liability. The contract price excludes any use tax, tax on sales, services or supplies, or other such tax, which are payable by Client. Client will reimburse Blount's Cleaning, LLC for any taxes paid by Company on Client's behalf.

5. Services are not provided on New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless separate arrangements are made for an additional charge. The agreement price is not pro-rated or reduced for non-performance of scheduled services on the noted holidays.

6. Client will deliver to Blount's Cleaning, LLC with a signed copy of this Agreement one set of keys for Blount's Cleaning, LLC, which will be returned to Client if this Agreement is canceled.

ACCEPTED:

Name of Company Representative: _____

Signature: _____ **Date:** _____

Name of Blount's Cleaning LLC Representative: _____ **Date:** _____