

**CLIENT:** \_\_\_\_\_ Please fill out, sign and leave this list at the cleaning location.

Your cleaning is scheduled on: \_\_\_\_\_  
 At Time: \_\_\_\_\_. #Hrs: \_\_\_\_\_ @ \$ \_\_\_\_\_ / hr.  
 Is additional time OK?  
 You have agreed to pay for 1-2 additional hours.  
 If needed, we will call you first.  
 **NO** you do **NOT** want additional time (if **NO** is checked, you are limiting the time, and your satisfaction is **NOT** guaranteed).

For your protection, we are licensed, bonded, and insured. We take pride in being thorough and conscientious. **Your Satisfaction is our Job!** If you are not completely satisfied with your cleaning, please call us within 48 hours of the job completion so that we may respond quickly.

**PAYMENT** is due on the day of service. We accept Visa, MC, Discover credit cards, and checks.

**PARKING** must be provided/paid for by the client.

**GENERAL AND ADDITIONAL CLEANING SERVICES:**  
**ADDITIONAL "MORE DETAILED"** cleaning includes all of the items found in the **GENERAL** cleaning checklist, but adds items that might apply for a move-in/out or more detailed cleaning. Our service is tailored to **YOUR** needs.

**CANCELLATION AND LOCK OUT:** A \$50.00 fee is charged if you give us less than 24 hrs. notice of a cancellation, don't leave a key, or you are not at the site to let us in -- as arranged. If we fail to give you 24 hours notice of a necessary reschedule, we will credit you \$50 towards your next cleaning.

**Please sign below Indicating that you Understand our policies...**

**SIGNATURE:** \_\_\_\_\_  
 Phone where you may be reached: \_\_\_\_\_

**GIVE SOMEONE THE GIFT OF A CLEAN HOME**



**GENERAL CLEANING:**

**Kitchen:**

- \_\_\_ Clean sinks & countertops
- \_\_\_ Clean outside/top of stove (drip pans included)
- \_\_\_ Clean inside/outside of microwave oven
- \_\_\_ Clean outside/top of refrigerator
- \_\_\_ Clean outside of cabinets
- \_\_\_ Clean outside of appliances

**Bathrooms:**

- \_\_\_ Clean outside of cabinets
- \_\_\_ Clean mirrors
- \_\_\_ Clean and sanitize inside & outside of toilets
- \_\_\_ Clean and sanitize floors
- \_\_\_ Clean sinks, bathtub, & shower enclosures

**All Rooms:**

- \_\_\_ Vacuum Carpets & Rugs
- \_\_\_ Dust all surfaces and remove cobwebs
- \_\_\_ Damp mop all non-carpeted floors
- \_\_\_ Clean light switch covers
- \_\_\_ Clean/dust windowsills
- \_\_\_ Dust Blinds (washing not included)
- \_\_\_ Clean Outside of washer and dryer

**ADDITIONAL "More Detailed" CLEANING:**

- \_\_\_ Clean oven (Self-cleaning ovens must be turned on the night before)
- \_\_\_ Clean under appliances (We do not assume responsibility for damage to floors if appliances are not on rollers or if they are difficult to move)
- \_\_\_ Clean inside of refrigerator
- \_\_\_ Clean inside of dishwasher
- \_\_\_ Clean inside of washer and dryer
- \_\_\_ Clean inside of all cabinets/medicine cabinets
- \_\_\_ Clean out all empty closets/built-ins
- \_\_\_ Clean sliding glass door tracks
- \_\_\_ Clean light fixtures
- \_\_\_ Clean reachable inside windows
- \_\_\_ Vacuum blinds
- \_\_\_ Clean out fireplace
- \_\_\_ Polish furniture (client provides polish)