



G L O R Y C A R P E T C L E A N I N G S E R V I C E
OFFICE & RESIDENTIAL CLEANING SINCE 1987

47 Long Hill Street
East Hartford, CT 06108-1436
Phone 860 - 528-7205

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Proposal

Work To Be Done At:
Address:
City: State: Zip:
Office Telephone: Fax:
In Case of Emergency, Contact:

Name/Title: Phone:

WE HEREBY SUBMIT to perform the following cleaning specifications and services as described below:

Office cleaning to be done AS SPECIFIED BELOW FOLLOWING ROMAN NUMERALS for an office area of approximate square feet; Carpet; Hard Floor; Other:

Office Hours: **M-F 8am - 5 pm** Saturday Hours:

PROFESSIONAL Level 2 Cleaning Specifications

PROFESSIONAL Level

- I. MONTHLY. Regularly scheduled.
 - A. Collect all TRASH in receptacles to be dumped in assigned container. Reline with liners provided by customer.
 - B. DUST all desks, file cabinets, and shelves. Dust the office blinds, and do high elevation/ceiling & corners dusting. *[Office staff will be expected to clear any surfaces on desks, etc. of clutter and papers to assist the cleaner.]*
 - C. VACUUM all floors thoroughly each visit; use crevice tool when needed, with attention to detail. Damp mop all Vinyl tile/ hard floors with neutral floor detergent.
 - D. SPOT WASH all desks, phones [esp. handsets], walls and doors, switches, and with glass cleaner, all front door(s) glass, copier glass, and counters.
 - E. Clean each REST-ROOM, including all fixtures with deodorizer/disinfectant/ detergents appropriate for each. Clean walls, and mirrors as needed also. Wet mop floors following vacuuming/ sweeping. Fill any dispensers with customer-supplied paper products (toilet tissue, towels, and soap).
 - F. Clean break (or lunch) room table, chairs, walls and floors.

- II. UPON CUSTOMER REQUEST. *[Additional charges apply.]*
 - A. Carpets will be cleaned by power water extraction, suggested each 6 to 12 months.
 - B. Tile floors will be stripped and refinished or "top-coated" when needed.
 - C. Wash WINDOWS inside and out, suggested each 6 months.

SECURITY/KEY ENTRY/EXIT INSTRUCTIONS: Keys released.

Company Phone
Codes/Instructions:

ORIGINAL: Company COPY: Client COPY: Cleaner

GLORY CARPET CLEANING SERVICE
OFFICE & RESIDENTIAL CLEANING SINCE 1987

Proposal

Name/Title: _____ or _____ Phone: _____

WE PROPOSE to provide you, the client (customer), the cleaning labor and materials as described on page 1 for a >< sum of:

DOLLARS. (\$)

OPTIONS/SPECIAL ADDITIONAL CHARGES QUOTATIONS, Subject to **annual reevaluation.**

Payment to be made each MONTH. Invoices are sent usually IN ADVANCE of the cleaning period specified, and are due **by the fifteenth day of the following month** paid in full. NOTICE, please: NO CONTINUING PROVISION IS IMPLIED FOR ACCOUNTS NOT PAID AFTER THIS DATE, EXCEPT THOSE MAKING **ADVANCE** ARRANGEMENTS, AND THEREAFTER WE RESERVE THE RIGHT TO MAKE A CHARGE OF 1.5% OF THE MONTHLY INVOICE AMOUNT PAST DUE EACH MONTH. Please **notify us in advance if you intend to make partial payment or to delay payment!**

The above charges **DO NOT INCLUDE** APPLICABLE STATE SALES/SERVICE CHARGES.

PREPAYMENT OPTION: Any account with monthly invoice totaling over \$500 may pay the **service** portion of invoice in advance of the above date: A **1.00% DISCOUNT** [12% effective annual rate!] will apply to any invoice paid within (15) fifteen days of the invoice date. Our billing department must be notified if this figure is to appear on the monthly billing.

GET ACQUAINTED GUARANTEE

For thirty (30) days GLORY CLEANING SERVICE will perform the above specifications for cleaning under the same payment arrangements given. If the client, for any reason, indicates uncorrected dissatisfaction after verbal or written notification for our service rendered, **a 20% discount** for the cleaning period/invoice will apply and the continuation clause below, if applicable, will be nullified. We guarantee you will be unconditionally satisfied!

CONTINUATION AGREEMENT: [Applies **only to those accounts exceeding 5,000 sq.ft.**] The company will provide the above services on a year-by-year basis, subject to any necessary **annual** reevaluations yearly on the anniversary date, and asks that the client sustain service similarly, subject to a **(4) four week written severance notice, or payment for the same for instant severance** should uncorrected dissatisfactions or changes of policy or management occur hereafter.

CLEANING COMMENCEMENT DATE: ><. Cleaning will be regularly scheduled; attempts are made to make advance notice, whenever possible, of changes. Evaluations are welcomed and encouraged at any time, by either notice in writing, or calls to our 24-hour office phone. We promise a quick response.

Date: >< Authorized Representative _____

Terms of this proposal are guaranteed for acceptance for 30 days.

I/We authorize GLORY CLEANING SERVICE to do the work specified above. In the event that payments become delinquent, I/we agree to pay any and all necessary and reasonable attorney fees in addition to the full balance due for all work performed.

Date: ___/___/___ Signature _____

Date: ___/___/___ Signature _____

Request our Insurance Certificate:
Pinnacle/ Smith Brothers Ins., Kim M 860 - 430-3267.
Reference(s):

ORIGINAL: Company COPY: Customer COPY: Accountant