

| EXTENT OF SERVICE | FREQUENCY OF SERVICE | | | | | | | | |
|-------------------|----------------------|--|--|--|--|--|--|--|--|
|-------------------|----------------------|--|--|--|--|--|--|--|--|

| GENERAL | DAILY | WEEKLY | MOHTLY | QUARTERLY | SEMI-ANNUALLY | ANNUALLY | X PER WEEK | X PER MONTH | X PER YEAR |
|--|-------|--------|--------|-----------|---------------|----------|------------|-------------|------------|
| NOTIFY BUILDING CONTACT OF ANY OBSERVED IRREGULARITIES (I.E. DEFECTIVE PLUMBING, UNLOCKED DOORS, LIGHTS LEFT ON, INVENTORY REQUIREMENTS, RESTROOM SUPPLIES.) | | | | | | | | | |
| TURN OFF ALL LIGHTS EXCEPT THOSE TO BE LEFT ON. CLOSE WINDOWS, LOCK DOORS, REPORT EVACUATION OF BUILDING TO SECURITY ORGANIZATION | | | | | | | | | |
| CUSTOMER SERVICE VISIT | | | | | | | | | |
| FORMAL CUSTOMER REVIEW | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of: _____ dollars \$

with payments to be made as follows: _____

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders and will become an extra charge over and above the estimate. Agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon the execution of noted work. Insurance on above noted work to be taken out by _____

Note - This proposal may be withdrawn by Harris Cleaning, LLC if it is not accepted within ____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Harris Cleaning, LLC is authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED BY: _____

DATE

HARRIS CLEANING REPRESENTATIVE _____ DATE