**BROWN BEAR INC.**

**11675 DEERFIELD DRIVE**

**TRUCKEE, CA 96161**

**(530) 587-2895**

**office@brownbearhomecare.com**

**LICENSED / BONDED / INSURED**

**CSL #685711**

**GENERAL CLEANING INFORMATION**

**GENERAL INFORMATION**

 THE FOLLOWING IS REQUIRED PRIOR TO SCHEDULING ANY CLEANING SERVICES:

 1) CLEANING CONTRACT FILLED OUT COMPLETELY

 2) $150.00 DEPOSIT (APPLIED TO INVOICE AT TIME OF INITIAL CLEANING)

 3) TWO SETS OF KEYS TO RESIDENCE

 4) THERE IS A THREE (3) HOUR/$150.00 MINIMUM CHARGE EACH CLEANING

 TWO KEYS REQUIRED PRIOR TO CLEANING.

AT LEAST **48** HOURS FOR ANY CANCELLATIONS, CLEANING SCHEDULED ON MONDAYS NEED TO BE CANCELLED BY THE CLOSE OF BUSINESS THE FRIDAY BEFORE. THERE WILL BE A $50.00 CHARGE IF LESS THAN 48 HOURS NOTICE FOR CANCELLATION. CLEANINGS SCHEDULED DURING HOLIDAY WEEKENDS REQUIRE 72 HOURS PRIOR NOTICE TO CANCEL OR THERE WILL BE A $50.00 FEE.

\*CALL 530/587-2895 **AND** E-MAIL office@brownbearhomecare.com

PLEASE CALL WELL IN ADVANCE TO SCHEDULE ANY CLEANING PRIOR TO OR AFTER ANY HOLIDAY TO ENSURE AVAILABILITY.

INVOICES ARE SENT THE FIRST WEEK OF EVERY MONTH AFTER CLEANING IS DONE AND STATEMENTS ARE MAILED OUT ON THE 15TH OF EACH MONTH.

ALL STATEMENTS MUST BE PAID WITHIN 30 DAYS OR A PENALTY CHARGE WILL BE APPLIED.

DO NOT LEAVE CASH OR CHECKS AT RESIDENCE. IF YOU DO NOT WANT TO BE BILLED, PLEASE DO THE FOLLOWING: (1) CALL AND CONFIRM AMOUNT (587-2895), (2) MAIL OR DROP OFF PAYMENT (ADDRESS ABOVE), AND (3) ON THE CHECK, MARK THE DATE CLEANING TOOK PLACE AND THE PROPERTY ADDRESS.

IF YOUR HOME IS NOT USED AND YOU HAVE SCHEDULED A “CLEAN” AND DID NOT CALL TO CANCEL; THERE WILL BE A **$50.00** CHARGE. THIS ALSO INCLUDES CUSTOMERS THAT ARE ON A “CLEANING SCHEDULE” (WEEKLY/BI-WEEKLY/MONTHLY).

WHEN RESERVING DATES, MAKE SURE TO GIVE DATE WHEN PREVIOUS OCCUPANTS WILL BE LEAVING AND WHEN NEXT OCCUPANTS WILL BE ARRIVING. THIS IS TO GIVE US SOME FLEXIBILITY TO ADJUST OUR SCHEDULE IF NEEDED.

WE DO NOT TURN ON SELF-CLEANING OVENS. THIS WILL HAVE TO BE DONE WHILE THE OWNERS ARE THERE. WE HAVE HAD TOO MANY OVENS, OLD AND NEW, THAT HAVE NOT TURNED OFF.

NO CLEANING WILL BE DONE WHILE RESIDENCE IS OCCUPIED BY VACATION RENTERS DUE TO LIABILITY LIMITATIONS.

ALL THOROUGH CLEANINGS NEED TO BE SCHEDULED FOR SPRING OR FALL. WE WILL BE SENDING REMINDERS DURING THE SPRING/FALL SEASON, WHEN WE SLOW DOWN, TO ACCOMMODATE ANY THOROUGH CLEANINGS.

**WINTER SEASON**

**A PATHWAY MUST BE CLEARED TO ACCESS YOUR HOME DURING WINTER MONTHS.** IF WE DO NOT HAVE A CLEARED AREA, THERE WILL BE A CHARGE FOR THE TIME SPENT TRAVELING AND SCHEDULING YOUR CLEANING. PLEASE REMEMBER, THIS ALSO MEANS WE MAY NOT HAVE TIME TO CLEAN PRIOR TO THE DAY YOU MAY HAVE REQUESTED.

**PROPANE TANKS AND REGULATORS** (HOUSE AND TANK) MUST BE CLEARED OTHERWISE WE MAY REFUSE TO CLEAN. THIS WILL ALSO ENTAIL A CHARGE FOR TIME SPENT TRAVELING AND SCHEDULING. PROPANE IS VERY DANGEROUS AND THERE IS NO WARNING GIVEN PRIOR TO A TANK EXPLODING.

**STORMY CONDITIONS** CAN CAUSE US TO ELIMINATE SOME CLEANING SERVICES YOU WOULD NORMALLY HAVE DONE AT YOUR RESIDENCE. WE WOULD PRIORITIZE THE ORDER TO GET THE JOB DONE IN AN EFFICIENT MANNER. **LONGER TRAVEL TIME DURING WINTER MONTHS MAY INCREASE YOUR CLEANING COST.**

**BLIZZARD/WHITE-OUT CONDITIONS** MAY CAUSE US TO CANCEL SERVICES. IF THIS DOES HAPPEN, WE WILL CONTACT YOU A.S.A.P., AND OTHER ARRANGEMENTS WILL BE MADE.

**WINTERIZING A RESIDENCE** (TURNING WATER OFF & OPENING VALVES) IS IN ADDITION TO YOUR REGULAR CLEANING TIME RESTRICTION. THIS WILL BE ADDED ON TO YOUR CLEANING INVOICE AND BILLED FOR CLOSING RESIDENCE.

WE ADVISE GETTING ON OUR ‘ON CALL’ SNOW REMOVAL CUSTOMER LIST. CALL US PRIOR TO YOUR HOUSE CLEANING, SO MAINTENANCE STAFF COULD HAVE THIS DONE PRIOR TO YOUR HOUSE CLEANING.

**BROWN BEAR CLEANING ‘TERMS’:**

**GENERAL/THOROUGH CLEAN** - ALL ITEMS IN THE GENERAL CLEANING SERVICES AND EXTRAS IF ADDED

**LIGHT CLEAN –** NOT ALL SURFACES AND/OR BATHROOMS WERE USED, LIGHT SURFACE CLEAN IN KITCHEN, VACUUM, MOP & FEATHER DUST FURNITURE

**HEAVY CLEAN –** *CAN INCLUDE THE FOLLOWING, BUT NOT LIMITED TO:*

**BATHROOMS** - A LOT OF HAIR, STICKY SUBSTANCES (HAIRSPRAY, TOOTHPASTE, ETC.) ON MIRROR, COUNTERS, FLOORS, ETC. TUB/SHOWER WITH SOAP SCUM/DIRT, DIRTY TOILETS, ETC.

**KITCHENS**: EXCESS AMOUNT OF DIRTY DISHES, STICKY/GREASY COUNTER TOPS, STOVE/OVEN, SPILLS IN REFRIGERATOR, DIRTY FLOORS, ETC.

 **FLOORS**: STICKY, MARKS, DIRT, ETC. TO BE DONE MORE THAN ONE TIME

**MISC:** TOYS, CHRISTMAS REMNANTS (PINE NEEDLES, ETC. REQUIRES ADDITIONAL TIME TO PICK UP OR VACUUM

**DUST/MOP/VACUUM** - FURNITURE DUSTED, FLOORS MOPPED AND CARPETS VACUUMED ONLY

**SPRING/FALL CLEAN -** ALL ITEMS UNDER ‘GENERAL CLEANING’

 - ALL ITEMS UNDER ‘EXTRA SERVICES’ (THAT APPLY)

 - ANY ADDITIONS A CUSTOMER MAY REQUEST

**WE DO NOT STAGE, TAKE INVENTORY OR REPLENISH INVENTORY AT RESIDENCES. WE ARE A ‘GENERAL CLEANING’ SERVICE ONLY.**

**GENERAL/THOROUGH CLEANING SERVICES INCLUDE:**

BATHROOMS: -SINKS -SHOWERS/TUBS/DOORS -FLOORS

 -COUNTER TOPS -POLISH FAUCETS

KITCHEN: -SINK -POLISH FAUCET -WIPE OUT REFRIGERATOR

 -STOVE TOP -BURNER PANS -WIPE OUT OVEN

 -STOVE HOOD -SMALL APPLIANCES -MICROWAVE/IN&OUT

 -FRONT OF ALL -EMPTY GARBAGE -MOP FLOOR

 APPLIANCES -COUNTER TOPS

-POLISH ALL FURNITURE THAT IS ACCESSIBLE – IF TOO MANY ITEMS OR TOO HEAVY THEY WILL BE POLISHED/FEATHER DUSTED AROUND.

-\*EMPTY ALL TRASH IN HOUSE AND PUT IN TRASH BIN OUTSIDE OR LEAVE AT END OF DRIVEWAY FOR GARBAGE COLLECTORS.

-DUST TOP OF WOOD STOVES AND SWEEP AROUND HEARTH

-CLEAN TV SCREENS AND DUST BEHIND TV’S. WE DO NOT CLEAN FLAT SCREEN TV’S THEY WILL BE FEATHER DUSTED ONLY.

-CLEAN MIRRORS

-FEATHER DUST STEREO COMPONENTS, VCR’S, ETC.

-VACUUM ALL CARPETED AREAS

-SHAKE OUT THROW RUGS

\*CLEANING SERVICE WILL NOT HAUL AWAY TRASH IN THEIR BROWN BEAR VEHICLE. TRASH WILL BE LEFT AT END OF GARAGE OR IN BEAR BIN

**EXTRA/ADDITIONAL SERVICES:**

-EMPTY/LOAD DISHWASHER

-WASH AND DRY LINENS

-MAKE UP BEDS (LINENS MUST BE MARKED) AND THERE MUST BE **TWO SETS FOR EACH BED**

ALL LINENS MUST BE MARKED (WITH LAUNDRY PEN OR FELT PENS), SO WE DO NOT HAVE PROBLEMS FINDING WHICH SHEET MATCHES WITH THE APPROPRIATE BED, UNLESS ALL THE BEDS ARE THE SAME SIZE. IF THIS IS NOT DONE THIS ADDITIONAL SERVICE, MAKING BEDS, IS SUBJECT TO OUR REFUSAL OF PROVIDING THIS TASK.

-HAND WIPE WITH APPROPRIATE CLEANER/POLISH DOORS, BASEBOARDS, ETC.

-HI-DUST (REMOVE COB WEBS FROM RAFTERS, CEILINGS, ETC.)

-VACUUM WITH HAND VACUUM COUCHES AND CHAIRS

-MOVING FURNITURE TO VACUUM UNDERNEATH

-HAND CLEAN OVEN WITH OVEN CLEANER

-CLEAN INSIDE AND GLASS OF WOOD BURNING STOVE/FIREPLACE

-SPECIAL POLISHING OF FURNITURE

-IN/OUT KITCHEN CABINETS

-IN/OUT BATHROOM CABINETS

-WIPE DOWN INTERIOR DOORS

-THOROUGH CLEAN OF REFRIGERATOR

-THAWING OUT FREEZER AND CLEANING INSIDE

-HAND CLEAN LIGHT FIXTURES

-ANTI-FREEZE SINKS, SHOWERS, ETC

**CLEANING RATE:**

$150.00 MINIMUM/MINIMUM THREE (3) HOUR CHARGE

 50.00 PER HOUR PER PERSON AFTER THREE HOUR MINIMUM CHARGE

 50.00 CANCELATION FEE IF NOT CALLED/EMAILED 48 HOURS PRIOR TO CLEANING 0R 72 DURING HOLIDAYS

 50.00 OCCUPANCY FEE – SCHEDULED CLEAN, RESIDENCE OCCUPIED AND WE WERE NOT NOTIFIED

 50.00 TRIP FEE IF RESIDENCE IS NOT ACCESSIBLE – REFERENCE ‘WINTER SEASON’ PROTOCOL

IF RESIDENCE IS OCCUPIED, PHYSICALLY AND/OR IF PERSONAL ITEMS ARE THROUGHOUT RESIDENCE.

MAKE SURE A NOTE IS LEFT IF AWARE CLEANING CREW IS COMING CONFIRMING CLEANING STAFF IS TO GO AHEAD WITH THE SERVICE, SO THE ABOVE CHARGES ARE NOT IMPLEMENTED.

**PRIOR AND/OR AFTER HOLIDAYS/\*OVERTIME (TIME-AND-A-HALF)**

$225.00 MINIMUM CHARGE/THREE HOUR MINIMUM CHARGE

 75.00 EACH ADDITIONAL HOUR PER PERSON AFTER THE THREE-HOUR MINIMUM

\*OVERTIME BOOKINGS WILL BE OFFERED IF THE CLEANING STAFF HAS EXPENDED THEIR EIGHT (8) HOUR DAY

 **ONLY WITH CUSTOMER APPROVAL WILL THIS BE BOOKED**

**HOLIDAY BOOKING (DOUBLE TIME RATE):**

$300.00 MINIMUM CHARGE/THREE HOUR MINIMUM

 100.00 EACH ADDITIONAL HOUR PER PERSON AFTER THREE HOUR MINIMUM

**LINENS/MISC.**

$40.00 PER LOAD FOR LINENS WASHED/DRIED ***AT BROWN BEAR OFFICE***

 ***(THIS CHARGE DOES NOT APPLY TO LINENS WASHED AT YOUR RESIDENCE DURING REGULAR CLEANING SERVICE)***

$40.00 PER TRIP TO DELIVER CLEAN LINENS

$40.00 PER TRIP TO FINISH LINENS LEFT IN CUSTOMERS WASHER/DRYER IF WE HAVE TO RETURN TO FOLD, ETC.

$10.00 PER GALLON– ANTI-FREEZE

WHEN CLEANING YOUR RESIDENCE, THE FOLLOWING ITEMS WILL BE ADDED TO YOUR ‘CLEANING TIME’ WHEN THE FOLLOWING OCCURS:

1. ADDITIONAL TRAVEL TIME DURING WINTER/SUMMER DUE TO ROAD CLOSURES WEATHER CONDITIONS, ETC.
2. CLOSING A RESIDENCE – TURNING WATER OFF AND DRAINING PIPES/PLUMBING (WITH OR WITHOUT ANTIFREEZE)

**SECURITY / ALARM**

**INFORMATION**

**SECURITY COMPANY NAME & PHONE NUMBER**

**COMPANY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

 **PHONE NUMBER:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

ALARM LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALARM CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALARM INSTRUCTIONS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARRIVING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ LEAVING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PASSWORD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF A NUMBER IS PRESSED IN WRONG WHAT IS TO BE DONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WE MUST HAVE AN E-MAIL, WRITTEN OR VERBAL CONFIRMATION FROM THE PROPERTY OWNER TO RELEASE ANY KEYS/ALARM CODE TO ANYONE OTHER THAN BROWN BEAR STAFF.

THE INFORMATION PROVIDED IS FOR BROWN BEAR INC. STAFF ONLY, UNLESS OTHERWISE ADVISED BY OWNER.

**LAST NAME:\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOCAL (SERVICE) ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLEANING INFORMATION WORKSHEET**

**LAST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOCAL (SERVICE) ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALARM/GARAGE CODE/LOCK BOX**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3 HOUR MINIMUM – MAXIMUM HOURS ALLOWED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MAIN WATER VALVE: OFF / ON

\*HEAT: OFF / AUTO

\*BROWN BEAR CLEANING STAFF WILL NOT BE RESPONSIBLE FOR ADJUSTING THERMOSTATS. THEY WILL ONLY SET A THERMOSTAT TO AUTO OR OFF. ANY OTHER SETTINGS ARE TO BE DONE BY OUR TRAINED PROFESSIONAL MAINTENANCE STAFF.

ANTIFREEZE: YES / NO

BROWN BEAR TO SUPPLY ANTIFREEZE: YES / NO

PRIORITIES: GENERAL CLEAN UNLESS OTHERWISE NOTED

MAKE UP BEDS: YES / NO

WASH LINENS: YES / NO

LEAVE DRYER RUNNING: YES / NO

EMPTY DISHWASHER: YES / NO

REMOVE PERISHABLES: YES / NO

PETS: YES / NO

SPECIAL INSTRUCTIONS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WINTERIZING INSTRUCTION SHEET

***WE BEGIN ANTI-FREEZING IN SEPTEMBER/OCTOBER (DEPENDING ON TEMPERATURE) AND STOP IN MAY.***

PLEASE CIRCLE/FILL OUT THE APPROPRIATE INFORMATION

MAIN WATER VALVE LOCATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WATER ON: WINTER YES / NO

 SUMMER YES / NO

 LEAVE AS IS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANTIFREEZE IN WINTER MONTHS ONLY: YES / NO

WILL YOU PROVIDE ANTIFREEZE: YES / NO

IF NO, BROWN BEAR WILL PROVIDE ANTI-FREEZE AT $7.50 PER GALLON

IF YES, WHERE WILL YOU STORE THE ANTIFREEZE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF YOU ARE OUT OF ANTI-FREEZE OR DO NOT HAVE ENOUGH AT THE TIME OF

SERVICE WOULD YOU WANT US TO PROVIDE ANTI-FREEZE: YES / NO

\*THERMOSTAT: WINTER OFF / ON DEGREE\_\_\_\_\_\_\_\_\_\_\_\_\_

 SUMMER OFF / ON DEGREE\_\_\_\_\_\_\_\_\_\_\_\_\_

 LEAVE AS IS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*WATER HEATER OFF / ON / VACATION / LOW

 TO BE SET AT:

 MEDIUM / LEAVE AS IS

\*DO YOU HAVE AN IRRIGATION SYSTEM: YES / NO

ANY OTHER DRAINS OTHER THAN INTERIOR SINKS, TUB/SHOWERS, AND TOILETS THAT NEED TO BE OPENED YES / NO

IF YES, WHERE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BREAKER BOX LOCATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*CLEANING STAFF WILL NOT BE RESPONSIBLE FOR SETTING WATER HEATERS, THERMOSTATS, IRRIGATION SYSTEMS AND/OR ANY SPECIAL INSTRUCTIONS. ONLY OUR TRAINED MAINTENANCE STAFF WILL TAKE CARE OF THE AFOREMENTIONED LISTED.

**LOCAL (SERVICE) ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CUSTOMER INFORMATION FORM**

PROPERTY

OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPERTY MANAGER/

AGENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (IF APPLICABLE)

LOCAL (SERVICE) ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BILLING

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORK PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS AS OUTLINED AND SPECIFIED BY BROWN BEAR INC. FOR CLEANING SERVICES AT THE ABOVE ADDRESS. THE SIGNATURE OF THE OWNER AND PROPERTY MANAGER/AGENT (IF APPLICABLE) VALIDATES THIS CONTRACT FROM THE DATE WRITTEN.**

PROPERTY OWNER DATE

PROPERTY MANAGER/AGENT DATE