Your name here
Your address here

Tel.	your phone no
Email address	your email adress
Customer Ref./account no	your unique customer ID/account no

3 hours each Friday
£8.75 per hour for first 3 months then reverting to standard rate £10 per hour thereafter by calendar monthly invoice.

All rooms including hall, landing, stairs, porch and conservatory.
Clean all surfaces, shelves, fixtures and fittings moving any moveable articles where possible.
Clean light switches, light fittings, door handles and mirrors.
Clean banisters and woodwork alongside stairs.
Empty waste-baskets.
Sweep/vacuum and then mop hard floors areas using any special cleaning products where needed and moving any moveable articles/furniture where possible.
Vacuum carpeted floors moving any moveable objects/furniture.
Remove cobwebs, scuff marks etc.

Kitchen/Utility room.
Clean work surfaces moving any objects where possible.
Clean sink, draining area, tiles and taps.
Clean fronts of large appliances.
Clean microwave inside and out.
Clean cooker hob, front and hood. Clean inside oven door.
Clean cupboard fronts and handles.
Clean inside dishwasher door.
Clean small appliances.
Clean splash marks from window above kitchen sink.
Empty, clean waste-bin and change bag.
Sweep and then mop floor.

Bathroom, en-suite & WC.
Clean sinks, bath, tiles, taps shower area and buff shower guard/door.
Clean mirrors.
Clean all surfaces, fittings, fixtures, pipes and shelves.
Clean out soap dishes and other receptacles.
Clean toilets.
Vacuum and mop hard floor areas.
Vacuum carpeted floor areas and rugs.
Empty wastebasket

Also the following in one room/area per session:
1.Clean skirting boards/internal woodwork doors and window-frames.
2.Clean internal glass/windows

Notes
Your special instructions here