

# Before & After Cleaning Service, Inc.

810-232-1920

www.beforeafterinc.com

clean@beforeafterinc.com

## One Time Jobs Are By The Hour, What We Call "Staff Hours"

*One Time Jobs* are cleaned by the hour only. The number of hours that you purchase does not guarantee that everything that you want cleaned can be cleaned within the number of hours that you have purchased. Our staff works at a reasonable pace and will accomplish the proper amount of work for each hour they are working. When cleaning *One Time Jobs*, we work from your list of priorities starting with the most important items first, working down your list of priorities until your budget is met, if there is a budget. With *One Time Jobs*, we are only able to finish your list when your budget provides the required finances to do so. The condition of an area, as well as other factors, does effect the time that it will take to clean an area. We are only able to finish your cleaning project when you have purchased the correct number of hours for the project. In other words, we can only work as much as you are willing to pay for.

## How We Total Up "Staff Hours"

Every staff member that is at your job site will be working and will be counted when totaling the number of hours worked. Here is a simple example: 2 workers each working 2 hours equal 4 Staff Hours. In this example, because there were 2 workers each working 2 hours for a total of 4 Staff Hours we would then multiply the "4" Staff Hours by our current hourly rate in order to find the cost.

Here is another example: →



= 2 Hours

+



= 2 Hours

+



= 3 Hour

Totaling 7 Staff Hours

Initial: \_\_\_\_\_

## How Many Workers Will We Send To Your Job

We choose the number of workers to send to your job site. There are many factors that will determine how many are sent. Your price is not affected by the number of workers that we send. We do reserve the right to adjust the number of workers even while the job is underway when we feel it is necessary to do so.

## Payment Requirements

Payment for *One Time Jobs* is required prior to the start of the project. Credit cards are preferred, cash is accepted. Once Before & After Cleaning Service has established a relationship with a client, payment for *One Time Jobs* may be made upon completion of the project (Same Day) by using credit card, cash, or check. All costs associated with the collection of an unpaid account, such as collection agency fees, attorney fees, and court costs will be added to the client's account balance.

Initial: \_\_\_\_\_

## Reporting Policy

Report problems you discover with the cleaning immediately, within 24 hours. We can only correct problems when we know they exist. If we break or damage something, a note will be left, and or we will call you and tell you what happened. The company will, at the discretion of the company, repair, replace or pay for any item only if the company is responsible for breaking or damaging it. An item you feel was broken or damaged by our staff must be reported within 24 hours after the completion of the cleaning. Only if it is determined that the company is responsible will we, at the discretion of the company, repair, replace, or pay for the item.

## Locked Out Fee Policy

Initial: \_\_\_\_\_

If we are unable to gain entry to perform the *One Time Job* that you scheduled, a **\$40.00** "Locked Out Fee" will be charged to you, even when the job is rescheduled and does occur at a future time.

Initial: \_\_\_\_\_

I have read, understand, and agree to the above items and policies:

Print Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_