

American Maids of NC, LLC.
8520 Archer Road Davidson, NC 28036-9514 – 704.502.2041
"5 Star Cleaning"

Client account #:	Rec. #:	Date:
Client Name:	Job Number:	Phone:
Address:	City/Town:	<input type="checkbox"/> Cats <input type="checkbox"/> Dogs <input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Adults _____ <input type="checkbox"/> Kids _____
Work performed today denoted by "X" boxes:		

- Floor and Solid Surfaces:** Sheet Rolls Plank
 Carpet Hardwood Stone *Vinyl Granite Plywood
 Marble Solid Saltillo Tile Linoleum Slate *Vinyl
 Limestone Terrazzo Cork *Ceramic Tile Laminate
 Concrete Brick Pavers Glass *Rubber
 *Ceramic: Glazed Unglazed
 *Vinyl: VCT Composition VAT Asbestos
 *Rubber: Gym Smooth Round Stud Diamond Grip
- Daily Weekly Biweekly Monthly One-time Other

- Kitchen and Laundry Areas:**
 Dry dust furniture, shelves ledge, and what' knots';
 Dry dust cabinet exteriors; touchup fronts; glass;
 Dry dust light switches & receptacles
 Dry dust; touchup patio doors inside and out
 Clean; outside small kitchen appliances
 Clean microwave inside and out
 Clean washer and dryer exteriors;
 Clean; shine; countertops;
 Clean; shine stove exterior, oven fronts
 Clean; shine refrigerator exterior, rubber seals and outside vents
 Clean; shine dishwasher exterior fronts & rubber seals; trash
 compactor exteriors fronts & rubber seals
 Clean; shine sink, faucet and drain; disinfect & mold treatment
 Clean; shine windows over sink; dry dust all other window sills,
 frame, glass, blinds and shutters throughout home
 Vacuum; rugs; sweep; dust mop and or mop floors

- Formal Living, Dining & Family Room Areas:**
 Dry dust furniture, shelves ledge, and what' knots'
 Dry dust light fixtures, lampshades and artwork
 Dry dust windowsills, frame, and glass
 Dry dust ceiling fans; fireplace
 Dry dust & clean; tables tops; counter tops
 Vacuum; rugs; sweep; dust mop and or mop floors

- Bedrooms and Office Areas:**
 Dry dust furniture, shelves ledge, and what' knots'
 Dry dust light switches & receptacles
 Dry dust light fixtures, lampshades and artwork
 Dry dust patio doors inside and out;
 Dry dust ceiling fans
 Linens: straighten or remake
 Vacuum; rugs; sweep; dust mop and or mop floors

- Initial; Spring; One-Time cleans:**
 Clean; hand wash cabinet exteriors fronts; shine Glass
 Clean; shine stove exterior, and under burners, inside oven
 window and clean washer and dryer inside lids; blinds, shutters
 Disinfect solid surfaces; countertops, flooring; others.
 Clean/Dust/Vacuum Top of Kitchen Cabinets, and what' knots'
 Vacuum under couch cushions; edge carpets;
 What' Knots', Knickknacks individually dusted; cleaned; with detail
 attention to all areas of the home.

- Master; Hallway/Guest; Half Bath:**
 Dry dust furniture, shelves ledge, and what'
 knots'; lights; light switches & receptacles
 Dry dust cabinet exteriors; touchup fronts
 Dry dust; shine, mirrors and chrome
 fixtures;
 paper holder; towel racks; fold towels
 Clean; disinfect commode/urinal/bidet inside
 and out; hand-n-knee wash floor & baseboards
 around toilet
 Clean; vanities; doors
 Clean; sanitize; scrub; shine tub/shower
 stall(s); tile walls
 Vacuum; rugs; sweep; dust mop and or mop
 floors

- Entry, Exit, Stairwell, Hallway**
 Dry dust furniture, shelves ledges, and what'
 knots'
 Dry dust banisters and railings
 Dry dust light fixtures, lamp shades and
 artwork
 Dry dust patio doors inside and out
 Dry dust ceiling fans
 Clean; tables tops
 Vacuum; rugs; sweep; dust mop and or mop
 floors

- Rotational; As Needed; As requested:
 Performed (if any):**
 Cobweb removal
 Clean; polish; shine tables tops;
 Clean; sanitize light switches & receptacles
 Clean; sanitize; shine; countertops; outside
 small kitchen appliances
 Clean; disinfect; scrub; shine tub/shower
 stall(s)
 Touchup clean, dust, shine cabinet exteriors
 fronts; shine Glass; ceiling, walls, crown, and
 baseboards; exposed HVAC/heat registers
 and intakes
 Dust, clean & shine patio, front, or back
 doors inside and out
 Polish; shine; granite tables tops; counter
 tops; floors
 Spot check under couch cushions; edge
 carpets;
 Touchup patio doors inside and out; shine
 glass

Extra Tasks: Additional charges may apply:

- Changing Linens: Number beds _____; flipping mattress _____; treatment _____; charge \$ _____
- Inside Oven walls, and racks: Number _____; fully clean \$ _____; client spray \$ _____
- Inside Refrigerator: Number _____; clean/disposal food \$ _____; wipe out \$ _____
- Interior window washing: Number _____; charge \$ _____; ladders \$ _____
- Exterior window washing: Number _____; charge \$ _____; ladders \$ _____
- Exterior window screens: Number _____; charge \$ _____; ladders \$ _____
- Clean blinds or shutters: Number _____; charge \$ _____; ladders \$ _____
- Clean screens: Number _____; charge \$ _____; ladders \$ _____
- Sweep porch or deck: Number _____; charge \$ _____; ladders \$ _____
- Wash Fixtures: Number _____; charge \$ _____; ladders \$ _____
- Wash Ceiling fans: Number _____; charge \$ _____; ladders \$ _____
- Shine picture glass/mirrors; inlet doors: Glass _____; charge \$ _____; ladders \$ _____
- Clean garage area: Sq ft: _____; charge \$ _____; ladders \$ _____
- Clean carpet area: Sq ft: _____; charge \$ _____; ladders \$ _____
- Wash Woodwork; Crown; Baseboards: Sq ft: _____; charge \$ _____; ladders \$ _____
- Straightening daily chores: Number rooms _____; charge \$ _____
- Laundry: Loads _____; wash _____; dry _____; fold _____; hang _____; put away _____; charge \$ _____
- Clean inside trash can: sm _____; med _____; large _____; x large _____; roll out _____; other _____; charge \$ _____
- Pressure washing: vinyl _____; concrete _____; wood _____; plastic _____; brick _____; charge \$ _____
- Disinfect toys: Number of toys _____; Number of 5 gal _____; charge \$ _____

General Maintenance:

- Change Air Filters: Number _____; ladder _____; charge \$ _____
- Regular/Energy bulbs: Number _____; ladder _____; charge \$ _____
- Fluorescent bulbs: Number _____; disposal fee _____; ladder _____; charge \$ _____
- Plumbing: Item _____; repair _____; replace _____; charge \$ _____
- Dryer Vent Cleaning: Make _____ Model # _____; charge \$ _____
- Unclogging drains: Number of drains _____; charge \$ _____

Home Inspection: Interior home Exterior home Attic Crawlspace Interior Equipment Exterior Equipment

- HVAC Electrical Plumbing: amount charge \$ _____
- other: _____; ladder _____; charge \$ _____

Processing Fees:

- Payment Late fees: charge \$ _____
- Finance Charges: charge \$ _____
- Return check fees: date return _____; check number _____; amount _____; fees charge \$ _____
- Cancellation fees: date called _____; contract _____; fees charge \$ _____
- Travel Charges: miles _____; charge \$ _____
- Reschedule clean: date notified _____; fees charge \$ _____
- Lock out fees: charge \$ _____
- Collection: Date _____; amount \$ _____; fees charge \$ _____
- Recovery Expenses: Type _____; charge \$ _____

Credit, Deductions:

- Credit: what/why _____; amount \$ _____
- Discounts: senior citizen _____; new client _____; special _____; pref. cust. _____; amount \$ _____

Other service:

- Bordering Service: Received _____; expense \$ _____; material \$ _____; for _____; expense \$ _____; material \$ _____
- Business Affiliations: _____% received \$ _____; Local _____ of county _____; Outside _____ state _____; international _____ country _____;
- Advertising Service: \$ _____; types: website _____; signs _____; literature _____; amount \$ _____;

Name: _____ Address: _____ Contact# _____

- Damages: Date accordance _____; DR# _____; What happen _____; description of item _____; replace _____; repair _____; credit _____; restore _____ amount \$ _____; amount charge \$ _____; name of person(s) involved _____; Comment _____ authorization: _____.

