

# Prime Polish & Co.

---

"A Clean Your Home Deserves"

## SERVICE AGREEMENT

This Service Agreement ("Agreement") is made between Prime Polish & Co. ("Company") and the undersigned client ("Client") for recurring cleaning services.

### 1. Term of Agreement

This Agreement is for an initial term of six (6) months beginning on the date of the first scheduled service. The Agreement will automatically renew for successive six (6)-month terms unless written cancellation notice is received by Prime Polish & Co. at least thirty (30) days prior to the renewal date.

### 2. Service Schedule and Payment

Client agrees to recurring cleaning services at the selected interval:

- ☐ Weekly
- ☐ Bi-weekly
- ☐ Monthly

The Client's account will be automatically charged after each service based on the agreed interval. Invoices are due upon receipt.

### 3. Scope of Work

Prime Polish & Co. will provide cleaning services that may include but are not limited to:

- Dusting all surfaces, baseboards, and window sills
- Vacuuming carpets and rugs
- Mopping hard floors
- Cleaning and sanitizing bathrooms (toilets, showers, sinks, mirrors)
- Cleaning kitchen surfaces (counters, sinks, exterior of appliances)
- Emptying trash bins and replacing liners

Additional or specialty services (e.g., deep cleaning, oven/refrigerator interior, window washing, organization services) can be scheduled separately and may incur additional charges.

### 4. Fees and Charges

- Cancellation Fee: \$75 if Client cancels with less than 24 hours' notice.
- Lockout Fee: \$75 if staff are unable to access the property within 30 minutes of arrival.
- Late Fee: 5% on unpaid invoices or overdue balances.

## 5. Access to Property

Client agrees to provide access to the property at the scheduled time. If the team cannot enter within 30 minutes, the lockout fee will apply.

## 6. Payment Terms

Payments will be processed automatically via the payment method on file, per the agreed service interval. Additional charges (cancellation, lockout, late fees) will be included in the next billing cycle.

## 7. Cancellation and Termination

Either party may terminate this Agreement after the initial six (6) months by providing 30 days' written notice. Early termination by Client before the 6-month term ends may result in a charge equal to one (1) month of average service fees.

## 8. Limitation of Liability

Prime Polish & Co. will exercise reasonable care but is not liable for pre-existing damage, normal wear and tear, or items not properly secured.

## 9. Entire Agreement

This document represents the complete agreement and supersedes prior agreements.

## Client Details

Client Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Service Interval:

☐ Weekly ☐ Bi-weekly ☐ Monthly

Start Date: \_\_\_\_\_

## Signatures

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prime Polish & Co. Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## 10. Safety and Exclusions

Prime Polish & Co. does not handle, clean, or remove biohazards, including but not limited to human or animal fluids, bodily waste, blood, medical waste, or dangerous chemicals. Client agrees to keep all aggressive animals securely contained in a separate area that is not being cleaned, serviced, or accessed by Prime Polish & Co. staff during the scheduled service.