



Cleaning Intake Form

Redwood Cleaning Services

CLIENT INFORMATION:

Client Name:

Business Name (if applicable):

Contact Person:

Phone Number:

Email Address:

PREPARATION:

Date of Service:

Service Type: [Commercial / Residential / Vacation Rental / Vacant Properties]

Service Frequency: [One-time / Weekly / Bi-weekly / Monthly / Other (Specify)]

Preferred Time of Service: [Specify the preferred time, if applicable]

SERVICE SPECIFICATIONS:

Areas/Rooms to be cleaned: [List all the areas or rooms that need cleaning, or specify "whole house"]

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Detailed Description of Service Request: [Provide specific instructions, requirements, or any additional details related to the cleaning service]

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ADDITIONAL SERVICES (IF APPLICABLE):

- ☐ Outdoor Kitchen
- ☐ Window Cleaning Interior
- ☐ Window Cleaning Exterior
- ☐ Wood Polishing

- ☐ Wall and Ceiling wash
- ☐ Other (Specify)
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CLEANING SUPPLIES AND EQUIPMENT:

Customer will provide cleaning supplies and equipment:

- ☐ Yes
- ☐ No

If "No," please select one of the following options:

- ☐ All-Natural, Safe, and Sustainable Cleaning Supplies and Equipment:
- Our company will use environmentally-friendly and non-toxic cleaning products.
 - We prioritize sustainability and will use equipment and supplies that minimize environmental impact.
 - Note: While we strive to use natural and sustainable cleaning products, please inform us if anyone in your household or organization has specific allergies or sensitivities.
- ☐ Classic Cleaning Supplies and Equipment:
- Our company will use industry-standard cleaning products and equipment.
 - We will ensure high-quality cleaning results using traditional cleaning supplies.
 - Please note that while these products are effective, they may contain typical cleaning agents and chemicals.

BILLING INFORMATION:

Billing Contact Name: [First and Last]

Billing Address: [Complete Address for Billing]

Preferred Payment Method:

- ☐ Cash
- ☐ Check
- ☐ Credit Card
- ☐ Other (Specify)

TERMS AND CONDITIONS:

Customer agrees to the terms and conditions of the cleaning service agreement.

Date:

Signature: