



# MACMANCCS SERVICES.COM

Contact: 737-328-9564  
 Email: macmanccs@gmail.com

## MAKE READY



Scan to Pay

| SERVICE REQUIRED                 |                               | FREQUENCY |        |         |       | SERVICE REQUIRED                       |                         | FREQUENCY |        |         |       |
|----------------------------------|-------------------------------|-----------|--------|---------|-------|--|-------------------------|-----------|--------|---------|-------|
| AREA/ITEMS                       | WORK DESCRIPTION              | DAILY     | WEEKLY | MONTHLY | OTHER | AREA/ITEMS                             | WORK DESCRIPTION        | DAILY     | WEEKLY | MONTHLY | OTHER |
| <b>RESTROOMS</b>                 |                               |           |        |         |       | <b>DOORS &amp; WALLS</b>               |                         |           |        |         |       |
| Toilets • Sinks • Urinals        | Clean • Sanitize • Polish     |           |        |         |       | Entrance Glass Doors                   | Clean                   |           |        |         |       |
| Trash containers                 | Empty • Line • Clean Sanitize |           |        |         |       | Interior Glass                         | Clean                   |           |        |         |       |
| Dispensers: Soap, Towel, Tissue  | Fill • Clean • Sanitize       |           |        |         |       | Ledges • Window Sills                  | Dust                    |           |        |         |       |
| Glass Mirrors Chrome Hardware    | Clean • Polish                |           |        |         |       | Doors • Frames • Walls                 | Spot Clean              |           |        |         |       |
| Floors                           | Sweep • Damp Mop • Sanitize   |           |        |         |       | Base Boards                            | Dust                    |           |        |         |       |
| Partitions • Doors               | Dust • Damp Mop • Spot Clean  |           |        |         |       | Ceiling Corners                        | Dust Clean              |           |        |         |       |
| Walls by Sink • Urinals          | Damp Wipe                     |           |        |         |       |  |                         |           |        |         |       |
| Floor Drains                     | Seal • Clean                  |           |        |         |       |  |                         |           |        |         |       |
| Other                            |                               |           |        |         |       | <b>MISCELLANEOUS</b>                   |                         |           |        |         |       |
|                                  |                               |           |        |         |       | Trash Cans                             | Empty                   |           |        |         |       |
|                                  |                               |           |        |         |       | Ash Trays                              | Empty • Damp Wipe       |           |        |         |       |
| Resilient                        | Sweep                         |           |        |         |       | Vending Machines                       | Moist Wipe              |           |        |         |       |
| Resilient                        | Mop                           |           |        |         |       | Lights                                 | Replace • Wipe Clean    |           |        |         |       |
| Resilient                        | Wax                           |           |        |         |       | Chairs • Clocks Pictures               | Dust • Damp Wipe        |           |        |         |       |
| Resilient                        | Buff                          |           |        |         |       | Vents • Louvers • Fans • Blinds        | Clean Vacuum            |           |        |         |       |
| Rugs • Carpets                   | Vacuum • Shampoo              |           |        |         |       | Upholstered Furniture • Drapes         | Vacuum • Shampoo        |           |        |         |       |
| Cement • Terrazzo • Tile • Other | Sweep • Mop                   |           |        |         |       | Mats                                   | Vacuum • Pick Up • Tum  |           |        |         |       |
|                                  |                               |           |        |         |       | Glass Windows • Doors                  | Clean                   |           |        |         |       |
|                                  |                               |           |        |         |       | Drinking Fountains                     | Clean • Polish Sanitize |           |        |         |       |
|                                  |                               |           |        |         |       | Kick Plates • Thresholds               | Clean • Polish          |           |        |         |       |
| Entrance                         | Sweep                         |           |        |         |       | light Switches • Handles • Push Plates | Clean • Polish          |           |        |         |       |
| Sidewalks                        | Pick Up                       |           |        |         |       | Janitor's Storage Room                 | Organize Restock        |           |        |         |       |
| Paper • Debris                   | Sweep                         |           |        |         |       | Desks • Tables • Phones                | Dust • Disinfect        |           |        |         |       |
| Parking Lots                     | Sweep                         |           |        |         |       |  |                         |           |        |         |       |
|                                  |                               |           |        |         |       |  |                         |           |        |         |       |
|                                  |                               |           |        |         |       |  |                         |           |        |         |       |

**COMMENTS/SPECIAL INSTRUCTIONS:**

Should material or labor costs increase, an extra charge above the estimate may result. Any alteration or deviation from the specifications included in this proposal involving additional cost will be executed only upon written orders. All material is guaranteed to be as specified. All work is to be completed in a quality manner according to standard practices. All agreements are contingent upon strikes, accidents, or delays beyond our control.

Cleaning supplies to perform this service will be supplied by:

Total costs of services will be \$ \_\_\_\_\_ per month.

Date service begins: \_\_\_\_\_

This offer or agreement expires on: \_\_\_\_\_

Quoted by: \_\_\_\_\_

In the event that this Agreement proves unsatisfactory, It may be Terminated by a 30-day written notice by either party.

**Acceptance of Proposal**

**PAYMENT TO BE MADE AS FOLLOWS:  
 24 HOURS PRIOR TO DEMO/CLEANING/INSTALLATION**

By signing, you agree to the conditions of this proposal. If you decide to Terminate this agreement, you must do so in writing with days' notice. Payment will be due for all services rendered.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**1. PAYMENT**

Late Payment . This invoice is due upon receipt. Upon the failure of Buyer to pay in full this invoice in full with in 20 days from the billing date, a late payment charge of One Hundred Dollars (\$100) (the "Late Payment Amount") shall immediately be charged to Buyer and Buyer shall pay the Late Payment Amount to Sellers within ten days of the original due date. The imposition of the Late Payment charge amount shall be in addition to any other rights and remedies of Seller and shall be viewed as an administrative charge and not a penalty.

**2 NON DISCLOSURE**

all information contained in this invoice or the contract between the parties shall be treated as confidential and not disclosed to any third party. Any disclosure by buyer of confidential information shall entitle seller to a non disclosure fee of \$1000 from the buyer.