



Welcome to Your Cleaning Service

(405) 430-6500

CLIENT COPY

Thank you for choosing **Oklahoma Cleaning Collective**. We want your cleaning visits to feel simple and predictable. This guide helps you prepare and tells you who to contact.

Contact information

Client name

Company contact

Phone / text

Email

Your first visit

First service date

Arrival window

Service selected

Recurring frequency, if selected

We will review the agreed scope, access instructions, and any delicate surfaces before starting. First-time or deep cleaning may take longer than later maintenance visits. Your signed quote and agreement control pricing and scope.

Before we arrive

- Clear loose items from counters and floors where possible. You do not need to clean first.
- Secure pets and keep children away from active cleaning areas.
- Put away cash, jewelry, medications, and fragile or irreplaceable items.
- Make working water, electricity, parking, and safe access available.
- Tell us about damaged finishes, product sensitivities, and any rooms to skip.

Access and special requests

Parking, pet location, entry arrangement, or request to confirm

Keep entry details private: Share door, gate, alarm, or lockbox codes through the agreed private channel - never on a key tag. Tell us promptly if access arrangements change.

During and After Your Visit

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WHAT TO EXPECT

What is included

Your selected scope lists the rooms and tasks included. Routine reachable blind dusting or wiping is part of standard cleaning when safe for the material. Inside appliances and other add-ons are included only when selected and approved.

Want something extra?

Contact the company before or during the visit. We will confirm the task and added price before proceeding. Please keep service bookings and payments through the company. Voluntary cash tips are welcome but never expected.

Payment and schedule changes

Payment due / method

Company scheduling contact

You may cancel services at any time. There is no long-term cancellation penalty. A late-cancellation or lockout fee applies only if agreed in your signed service agreement. This welcome guide adds no fees or payment authorization.

Something needs attention?

Tell us promptly which area needs attention, or if you notice possible damage. We will review the concern and discuss the next step under your agreement. Please keep relevant photos and allow inspection when practical.

Agreed concern-reporting window

Where to send concerns

Your privacy

Client details and entry information are kept for legitimate service needs. Any marketing photographs require the separate permission you selected; this packet does not grant permission.

Keep this handy

Your preferences, questions, or next-visit notes

This is a welcome guide, not a replacement agreement. If a summary differs from your signed agreement, ask the company to clarify before service.