



New Client Agreement

(405) 430-6500

CLIENT INFORMATION, SERVICE AND QUOTE

Complete this agreement when accepting a new client. Checked services, written scope notes, approved pricing, and all three pages make up the agreement.

1 Company and client

Company legal name / DBA

Owner or authorized representative

Company phone

Company email

Client name

Client phone

Client email

Service address

City

State

ZIP code

2 Property and service

Approximate square feet

Bedrooms or offices

Bathrooms

☐ Residential

☐ Commercial

☐ Occupied

☐ Vacant

☐ Standard

☐ Deep / first-time

☐ Move-in

☐ Move-out

☐ Post-construction

☐ One time

☐ Weekly

☐ Every two weeks

☐ Every four weeks

Requested start date

Preferred day

Arrival window

3 Agreed quote

First or one-time service

Recurring service rate

Frequency tied to rate

Deposit, if any

Tax, if applicable

Estimated total

Approved add-on or special task

Price

Quote notes or special price conditions

Cleaning Scope and Property Instructions

(405) 430-6500

CHECK ONLY WHAT IS INCLUDED

☐ I approve the selected service, frequency, price, and listed add-ons on page 1. Extra work requires my approval before it is charged.

Client initials for quote

Company representative initials

Blinds are included in standard service as routine reachable dusting or wiping when their material and condition allow safe cleaning. Detailed blind restoration, removal, or hand-washing is not included unless written below.

4 Standard cleaning scope

- ☐ **General:** Remove reachable cobwebs; dust reachable surfaces, fixtures, furniture exteriors, sills, ledges, and blinds; empty agreed trash; vacuum and mop accessible floors.
- ☐ **Kitchen:** Clean counters, backsplash, sink, faucet, stovetop exterior, appliance exteriors, cabinet fronts, and microwave exterior.
- ☐ **Bathrooms:** Clean and disinfect toilets, tubs, showers, sinks, counters, mirrors, fixtures, and accessible floors.
- ☐ **Bedrooms and living areas:** Dust reachable surfaces, wipe mirrors, straighten light items, and clean accessible floors.

5 Selected add-ons

- | | | | |
|--|--|---|---|
| ☐ Baseboards | ☐ Inside oven | ☐ Inside microwave | ☐ Interior windows |
| ☐ Inside cabinets | ☐ Heavy buildup | ☐ Pet hair / excess dirt | ☐ Other |

Rooms or tasks included

Rooms, items, or tasks excluded

Not included unless written and priced: dishes, laundry, organizing, moving heavy furniture, exterior windows, hazardous or regulated waste, pest or animal-waste remediation, mold, bodily fluids, needles, weapons, hoarding hazards, repairs, licensed-trade work, inside cabinets, and appliance interiors.

6 Entry, pets, and property information

- | | | | | |
|---|------------------------------|----------------------------------|--|-------------------------------------|
| ☐ Client present | ☐ Key | ☐ Lockbox | ☐ Door or gate code | ☐ Smart lock |
|---|------------------------------|----------------------------------|--|-------------------------------------|

Entry and alarm instructions

Lock-up and key-return instructions

Pets and where they will be secured

Parking or building instructions

Delicate surfaces, existing damage, valuables, or product restrictions

The Client will provide working water, electricity, plumbing, safe lighting, and lawful access; secure aggressive or escape-prone pets; supervise children and occupants; secure cash, jewelry, medications, firearms, and irreplaceable items; and disclose fragile, unstable, antique, unsealed, damaged, newly installed, or manufacturer-restricted surfaces.

☐ I reviewed the scope, exclusions, access instructions, pets, and property disclosures above.

Client initials

Company representative initials

Short Service Terms and Signatures

(405) 430-6500

PLEASE READ BEFORE SIGNING

7 Scheduling, recurring service, and cancellation

Preferred dates and arrival windows are requests unless confirmed as fixed. Recurring service continues month to month at the frequency and rate on page 1. The Client may cancel services at any time. There is no long-term cancellation penalty. A completed late-cancellation or denied-entry fee may apply only to an appointment already booked when the Client gives less than the stated notice or does not provide access.

Cancellation notice required

Late-cancellation fee

Denied-entry or lockout fee

☐ I authorize recurring service until I cancel it and understand that I may cancel services at any time.

8 Payment and price changes

Payment is due as written below. No card number should be written in this packet. Extra work must be approved before it is charged. The Company may change future recurring rates only after written notice; the Client may cancel before the new rate begins. The Client remains responsible for completed services, approved extras, applicable taxes, and clearly disclosed fees.

Payment due

Payment method

Rate-change notice

9 Safety, access, and stopping service

The Company may stop, decline, reschedule, or end service for nonpayment, unavailable access, unsafe utilities or conditions, harassment, threats, unsecured weapons, aggressive animals, illegal activity, hazardous material, or work outside the accepted scope. When practical, the Company will explain a correctable problem before ending recurring service.

10 Satisfaction, damage, and privacy

The Client will report a specific cleaning concern or reasonably discoverable damage promptly. The Company may inspect and re-clean, repair, replace, reimburse, or submit an insurance claim as appropriate. Responsibility depends on the facts and applicable law. The Company is not responsible for pre-existing damage, ordinary wear, inherent defects, unstable or improperly installed items, or undisclosed delicate surfaces. Job-condition photographs may be kept privately for service, damage, safety, or insurance records.

Cleaning concerns should be reported within

Re-clean scheduling target

☐ OPTIONAL: I allow non-identifying before-and-after photographs to be used for Company marketing. I may revoke future permission in writing.

11 Company personnel and off-the-books work

The Client will book and pay for Company-introduced cleaning services through the Company and will not ask assigned personnel to conceal work, accept off-the-books payment, or divert Company work. During service and for twelve (12) months afterward, the Client will not directly recruit assigned Company personnel for competing cleaning work outside the Company without written Company consent. Lawful general advertising and independently established relationships are not restricted.

12 Agreement and signatures

Oklahoma law governs. Pages 1 through 3 and approved written changes are the entire agreement. Unenforceable language will be limited or severed without invalidating the remainder. Electronic signatures are permitted. Nothing waives a right that cannot legally be waived.

☐ I reviewed and agree to the service, scope, price, cancellation, payment, property, safety, damage, privacy, and off-the-books-work terms.

Client typed signature

Date signed

Owner or authorized representative signature

Date signed

Representative printed name and title

Client printed name