



CARPE DIEM CLEANING

seize a clean day.

DEEP CLEANING CHECKLIST

Client Name : _____

Home Address: _____

Square footage: _____

KITCHEN

- light fixtures/ceiling fans*
- window sills/blinds
- cabinet fronts
- backsplashes
- countertops
- outside surfaces of appliances
- inside of microwave
- stove top
- sink
- baseboards
- floor; surface type: _____

Additional Notes: _____

BATHROOMS

- (Quantity: _____ full _____ half)
- mirrors
 - sink(s)
 - countertops
 - light fixtures/ceiling fans*
 - all tub/shower surfaces
 - baseboards/trim/doors
 - cabinet fronts
 - window sills/blinds
 - toilet
 - baseboards
 - floor; surface type: _____

Additional Notes: _____

BEDROOMS

- (Quantity: _____)
- window sills/blinds
 - dusting all furniture
 - light fixtures/ceiling fans*
 - Making beds (sheet changing available upon request)
 - baseboards/trim/doors
 - floor; surface type: _____

Additional Notes: _____

ALL LIVING AREAS

- light fixtures/ceiling fans*
- dusting of furniture and display items**
- window sills/blinds
- wall displays: mirrors, picture frames, artwork
- emptying of trash
- baseboards
- floor; surface type: _____

Additional Notes: _____

ADDITIONAL ITEMS AVAILABLE UPON REQUEST

- inside glass of windows
- Inner seals of windows
- inside of the refrigerator
- inside of the oven
- Text

* Our crews use a stepstool and extension tool to clean areas up to 10 feet in height.

** Most display items are dusted themselves as well as the underlying surface. For high density knickknacks/objects in a set display (i.e., books on a bookshelf) our crews will dust on top and around the display.

Location of cleaning: _____ City: _____

Client name: _____

Phone (1): _____ Phone (2): _____ Email address: _____

Credit Card information (Required)

Card Type: Visa MasterCard Discover

Name (as appears on card): _____

Card #: --- Exp.: - CVC #
(3-4 digits on the back of card)

Cardholder's Signature: _____ OR Electronic Signature:

Billing Information:

Address: _____ City: _____ State: _____ Zip: _____

As-Needed Deep Cleanings are billed by time at the rate of \$35/man-hour with a one time \$8 supply charge. Site-unseen quote ranges are given for estimation purposes only. Actual cleaning time determined by such factors including, but not limited to: home size, surface types, detail needs, necessary cleaning depth, and preparation level.

Cancellations made within 2 business days of scheduled cleaning are subject to a rate of \$50.

Please check one:

- I authorize Carpe Diem Cleaning to automatically charge my credit card for services and fees rendered.
- I prefer to pay Carpe Diem Cleaning with a check or money order after the cleaning. I understand that payment is due within 7 days of the cleaning. I authorize Carpe Diem Cleaning to charge my credit card after 7 days of rendered service with the cost of cleaning plus a \$20 late fee, if payment has not been received.

I have reviewed the checklist regarding the items to be included in the as-needed deep cleaning.
I am aware of Carpe Diem Cleaning's scheduling and payment policies as outlined above.

Cardholder's Signature: _____ Date: _____

OR
Electronic Signature:



Please send BOTH pages.

If you are electronically signing this form, please email it to: info@carpediemcleaning.com
If you are using a hand-written signature, please print and mail it to:
Carpe Diem Cleaning 902 Pearl St, Durham, NC 27701 Or fax to: (919)682-9723

