**Ms.** **Dottie Groves September 6, 2011**

Executive Housekeeper

# Park Hyatt Chicago

800 N Michigan Ave

Chicago, Illinois 60611

**E mail:** [**dottie.groves@hyatt.com**](mailto:dottie.groves@hyatt.com)

Dear Ms. Groves:

Thank you very much for the opportunity to once again earn your business. We are pleased to present you this proposal for the restoration of your teak patio furniture. If you have any questions regarding my proposal, please do not hesitate to call me.

***Now introducing our exclusive deep cleaning system for your venue…***

**Renue’s *Rapid* ReVenue Restoration**

**Teak Restoration:**

1. **INSPECTION:** Inspect all wood and note of any structural defects.
2. **CHEMICAL:** Spray all wood with a mild alkaline detergent to help loosen any imbedded dirt and pollutants trapped within the fibers of the wood.
3. **CLEAN:** Carefully power wash all wood with 500 psi to remove built up soiling and expose the raw wood.
4. **NUETRALIZER:** Spray wood with a chemical neutralizer and wood brightener. Rewash the wood to remove all chemical.
5. **DRY:** Speed dry all furniture with 2500 cfm blowers.
6. **SAND:** All wood one each with 80 grit (grit is a measure of abusiveness), 120 grit and then 180 grit. This will remove any leftover staining and remove surface imperfections or loose wood fibers in the furniture.
7. **SEAL:** All wood with Renue’s Teak Shield. Teak Shield will return the natural beauty of your teak and protect it from the environment, mold and mildew.

##### *Project details and costs for proposed cleaning*

#### Service pack #1

* 1 set of teak furniture (table and chairs)………………………..$500.00
* 3 lounge chairs………………………………………………….$430.00
* Pickup and delivery……………………………………..………$75.00

*Service time is 3 days start to finish.*

**PLEASE NOTE:**

*\*48 hour cancellation notice required or a 15% cancellation fee will be charged.*

*\*Hotel will provide complimentary parking during any scheduled furniture pick up or cost will be billed back to the hotel.*

*\*All teak services carry a 12 month warranty.*

**Note some staining in the wood may be permanent and not removable**

**We will be glad to afford you billing considerations to work within your budget**

Avendra_Logo_small 

# *Please complete this service agreement, sign it and return it to your local National Appeal service provider.*

**Scope of Service:**

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Payment Terms:

# The sum of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the agreed upon price for the services rendered with payment to made as follows:

\_\_\_\_\_\_\_\_\_\_\_\_ payments each for $\_\_\_\_\_\_\_\_\_\_\_ according to the following schedule:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check here if your property will be paying by P-Card \_\_\_ or credit card \_\_\_

*Card #* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Card type* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Exp. date* \_\_\_\_\_\_\_\_\_\_

# Acceptance of Service Agreement

The above pricing, specifications, terms and conditions are satisfactory and you are hereby authorized to commence the work as specified.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.O. # (if needed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_