**Jenny Davis February 5, 2011**

Manager

**Perennial Restaurant**

1800 N. Lincoln

Chicago, IL 60614

**Email:** [**jeyvda@hotmail.com**](mailto:jeyvda@hotmail.com)

Dear Ms. Davis:

Thank you very much for taking the time to meet with me yesterday about the services we provide to the restaurant industry. We are pleased to present you this proposal for the deep cleaning of your facility. If you have any questions regarding my proposal, please do not hesitate to call me.

Below you will find pricing and descriptive information on the *Venue Hygiene®* *Solutions* for your restaurant.

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

#### Deep Clean Check List

* Complete high dusting of Dining Room using a hepa vacuum.
* Complete high dusting of Parlor Room using a hepa vacuum.
* Complete high dusting of Lounge Area facing Clark St. using hepa vacuum.
* Hand wash walls from 7’ down to floor in Dining Room, Parlor Room and Lounge.
* Remove scuff marks on revolving door near bar in main Dining Room.
* Remove scuff marks on revolving door in lobby and on doors by bathrooms and coat check area.
* Clean and vacuum all areas (cabinets, shelves & countertops) in Dining Room bar.
* Clean and vacuum all areas (cabinets, shelves & countertops) in Parlor bar.
* Clean and vacuum between banquettes by cedar tree boxing.
* Clean legs of tables in main Dining area

Project will consist of 3-4 crew members taking approximately 8 hours to complete on the proposed date of Tuesday September 7th. We will need confirmation and the signed service agreement by the 2nd of September to staff for the project. Also, additional items can be added to the Deep Clean Checklist provided that they can be completed during this 8 hour shift.

Cost……………………………………………………………………….$1,200.00

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

*\*All invoicing will be 30 days net terms.*

*[ISSA Certification](http://www.issa.com/) [](http://www.usgbc.org/) [Green Advantage](http://www.greenadvantage.org/)*

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

**Scope of Service:**

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

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# Payment Terms:

# The sum of $1,200.00 is the agreed upon price for the services rendered with payment to made as follows:

1. payments each for $1,200.00 according to the following schedule:

**30 Days Net Terms**

Please check here if your facility 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_