

**American Maids of NC, LLC.**  
**8520 Archer Road Davidson, NC 28036-9514 – 704.502.2041**  
*"5 Star Cleaning"*

Client account #:	Rec. #:	Date:
Client Name:	Job Number:	Phone:
Address:	City/Town:	<input type="checkbox"/> Cats <input type="checkbox"/> Dogs <input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Adults <input type="checkbox"/> Kids

**Work performed today denoted by "X" boxes:**

- Floor and Solid Surfaces:**  Sheet  Rolls  Plank  
 Carpet  Hardwood  Stone  \*Vinyl  Granite  Plywood   
 Marble  Solid  Saltillo  Tile  Linoleum  Slate  \*Vinyl   
 Limestone  Terrazzo  Cork  \*Ceramic Tile  Laminate  
 Concrete  Brick Pavers  Glass  \*Rubber  
 \*Ceramic:  Glazed  Unglazed  
 \*Vinyl:  VCT Composition  VAT Asbestos  
 \*Rubber:  Gym  Smooth  Round Stud  Diamond Grip
- Daily  Weekly  Biweekly  Monthly  One-time  Other

- Kitchen and Laundry Areas:**  
 Dry dust furniture, shelves ledge, and what' knots';  
 Dry dust cabinet exteriors; touchup fronts; glass;  
 Dry dust light switches & receptacles  
 Dry dust; touchup patio doors inside and out  
 Clean; outside small kitchen appliances  
 Clean microwave inside and out  
 Clean washer and dryer exteriors;  
 Clean; shine; countertops;  
 Clean; shine stove exterior, oven fronts  
 Clean; shine refrigerator exterior, rubber seals and outside vents  
 Clean; shine dishwasher exterior fronts & rubber seals; trash  
 compactor exteriors fronts & rubber seals  
 Clean; shine sink, faucet and drain; disinfect & mold treatment  
 Clean; shine windows over sink; dry dust all other window sills,  
 frame, glass, blinds and shutters throughout home  
 Vacuum; rugs; sweep; dust mop and or mop floors

- Formal Living, Dining & Family Room Areas:**  
 Dry dust furniture, shelves ledge, and what' knots'  
 Dry dust light fixtures, lampshades and artwork  
 Dry dust windowsills, frame, and glass  
 Dry dust ceiling fans; fireplace  
 Dry dust & clean; tables tops; counter tops  
 Vacuum; rugs; sweep; dust mop and or mop floors

- Bedrooms and Office Areas:**  
 Dry dust furniture, shelves ledge, and what' knots'  
 Dry dust light switches & receptacles  
 Dry dust light fixtures, lampshades and artwork  
 Dry dust patio doors inside and out;  
 Dry dust ceiling fans  
 Linens: straighten or remake  
 Vacuum; rugs; sweep; dust mop and or mop floors

- Initial; Spring; One-Time cleans:**  
 Clean; hand wash cabinet exteriors fronts; shine Glass  
 Clean; shine stove exterior, and under burners, inside oven  
 window and clean washer and dryer inside lids; blinds, shutters  
 Disinfect solid surfaces; countertops, flooring; others.  
 Clean/Dust/Vacuum Top of Kitchen Cabinets, and what' knots'  
 Vacuum under couch cushions; edge carpets;  
 What' Knots', Knickknacks individually dusted; cleaned; with detail  
 attention to all areas of the home.

- Master; Hallway/Guest; Half Bath:**  
 Dry dust furniture, shelves ledge, and what'  
 knots'; lights; light switches & receptacles  
 Dry dust cabinet exteriors; touchup fronts  
 Dry dust; shine, mirrors and chrome  
 fixtures;  
 paper holder; towel racks; fold towels  
 Clean; disinfect commode/urinal/bidet inside  
 and out; hand-n-knee wash floor & baseboards  
 around toilet  
 Clean; vanities; doors  
 Clean; sanitize; scrub; shine tub/shower  
 stall(s); tile walls  
 Vacuum; rugs; sweep; dust mop and or mop  
 floors

- Entry, Exit, Stairwell, Hallway**  
 Dry dust furniture, shelves ledges, and what'  
 knots'  
 Dry dust banisters and railings  
 Dry dust light fixtures, lamp shades and  
 artwork  
 Dry dust patio doors inside and out  
 Dry dust ceiling fans  
 Clean; tables tops  
 Vacuum; rugs; sweep; dust mop and or mop  
 floors

- Rotational; As Needed; As requested:  
 Performed (if any):**  
 Cobweb removal  
 Clean; polish; shine tables tops;  
 Clean; sanitize light switches & receptacles  
 Clean; sanitize; shine; countertops; outside  
 small kitchen appliances  
 Clean; disinfect; scrub; shine tub/shower  
 stall(s)  
 Touchup clean, dust, shine cabinet exteriors  
 fronts; shine Glass; ceiling, walls, crown, and  
 baseboards; exposed HVAC/heat registers  
 and intakes  
 Dust, clean & shine patio, front, or back  
 doors inside and out  
 Polish; shine; granite tables tops; counter  
 tops; floors  
 Spot check under couch cushions; edge  
 carpets;  
 Touchup patio doors inside and out; shine  
 glass

**Extra Tasks: Additional charges may apply:**

- Changing Linens: Number beds \_\_\_\_\_; flipping mattress \_\_\_\_\_; treatment \_\_\_\_\_; charge \$ \_\_\_\_\_
- Inside Oven walls, and racks: Number \_\_\_\_\_; fully clean \$ \_\_\_\_\_; client spray \$ \_\_\_\_\_
- Inside Refrigerator: Number \_\_\_\_\_; clean/disposal food \$ \_\_\_\_\_; wipe out \$ \_\_\_\_\_
- Interior window washing: Number \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Exterior window washing: Number \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Exterior window screens: Number \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Clean blinds or shutters: Number \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Clean screens: Number \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Sweep porch or deck: Number \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Wash Fixtures: Number \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Wash Ceiling fans: Number \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Shine picture glass/mirrors; inlet doors: Glass \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Clean garage area: Sq ft: \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Clean carpet area: Sq ft: \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Wash Woodwork; Crown; Baseboards: Sq ft: \_\_\_\_\_; charge \$ \_\_\_\_\_; ladders \$ \_\_\_\_\_
- Straightening daily chores: Number rooms \_\_\_\_\_; charge \$ \_\_\_\_\_
- Laundry: Loads \_\_\_\_\_; wash \_\_\_\_\_; dry \_\_\_\_\_; fold \_\_\_\_\_; hang \_\_\_\_\_; put away \_\_\_\_\_; charge \$ \_\_\_\_\_
- Clean inside trash can: sm \_\_\_\_\_; med \_\_\_\_\_; large \_\_\_\_\_; x large \_\_\_\_\_; roll out \_\_\_\_\_; other \_\_\_\_\_; charge \$ \_\_\_\_\_
- Pressure washing: vinyl \_\_\_\_\_; concrete \_\_\_\_\_; wood \_\_\_\_\_; plastic \_\_\_\_\_; brick \_\_\_\_\_; charge \$ \_\_\_\_\_
- Disinfect toys: Number of toys \_\_\_\_\_; Number of 5 gal \_\_\_\_\_; charge \$ \_\_\_\_\_

**General Maintenance:**

- Change Air Filters: Number \_\_\_\_\_; ladder \_\_\_\_\_; charge \$ \_\_\_\_\_
- Regular/Energy bulbs: Number \_\_\_\_\_; ladder \_\_\_\_\_; charge \$ \_\_\_\_\_
- Fluorescent bulbs: Number \_\_\_\_\_; disposal fee \_\_\_\_\_; ladder \_\_\_\_\_; charge \$ \_\_\_\_\_
- Plumbing: Item \_\_\_\_\_; repair \_\_\_\_\_; replace \_\_\_\_\_; charge \$ \_\_\_\_\_
- Dryer Vent Cleaning: Make \_\_\_\_\_ Model # \_\_\_\_\_; charge \$ \_\_\_\_\_
- Unclogging drains: Number of drains \_\_\_\_\_; charge \$ \_\_\_\_\_

**Home Inspection:**  Interior home  Exterior home  Attic  Crawlspace  Interior Equipment  Exterior Equipment

- HVAC  Electrical  Plumbing: amount charge \$ \_\_\_\_\_
- other: \_\_\_\_\_; ladder \_\_\_\_\_; charge \$ \_\_\_\_\_

**Processing Fees:**

- Payment Late fees: charge \$ \_\_\_\_\_
- Finance Charges: charge \$ \_\_\_\_\_
- Return check fees: date return \_\_\_\_\_; check number \_\_\_\_\_; amount \_\_\_\_\_; fees charge \$ \_\_\_\_\_
- Cancellation fees: date called \_\_\_\_\_; contract \_\_\_\_\_; fees charge \$ \_\_\_\_\_
- Travel Charges: miles \_\_\_\_\_; charge \$ \_\_\_\_\_
- Reschedule clean: date notified \_\_\_\_\_; fees charge \$ \_\_\_\_\_
- Lock out fees: charge \$ \_\_\_\_\_
- Collection: Date \_\_\_\_\_; amount \$ \_\_\_\_\_; fees charge \$ \_\_\_\_\_
- Recovery Expenses: Type \_\_\_\_\_; charge \$ \_\_\_\_\_

**Credit, Deductions:**

- Credit: what/why \_\_\_\_\_; amount \$ \_\_\_\_\_
- Discounts: senior citizen \_\_\_\_\_; new client \_\_\_\_\_; special \_\_\_\_\_; pref. cust. \_\_\_\_\_; amount \$ \_\_\_\_\_

**Other service:**

- Bordering Service: Received \_\_\_\_\_; expense \$ \_\_\_\_\_; material \$ \_\_\_\_\_; for \_\_\_\_\_; expense \$ \_\_\_\_\_; material \$ \_\_\_\_\_
- Business Affiliations: \_\_\_\_\_% received \$ \_\_\_\_\_; Local \_\_\_\_\_ of county \_\_\_\_\_; Outside \_\_\_\_\_ state \_\_\_\_\_; international \_\_\_\_\_ country \_\_\_\_\_;
- Advertising Service: \$ \_\_\_\_\_; types: website \_\_\_\_\_; signs \_\_\_\_\_; literature \_\_\_\_\_; amount \$ \_\_\_\_\_;

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Contact# \_\_\_\_\_

- Damages: Date accordance \_\_\_\_\_; DR# \_\_\_\_\_; What happen \_\_\_\_\_; description of item \_\_\_\_\_; replace \_\_\_\_\_; repair \_\_\_\_\_; credit \_\_\_\_\_; restore \_\_\_\_\_ amount \$ \_\_\_\_\_; amount charge \$ \_\_\_\_\_; name of person(s) involved \_\_\_\_\_; Comment \_\_\_\_\_ authorization: \_\_\_\_\_.

