



SECURE THE DATE FORM / CONTRACT / SECURITY AGREEMENT/ DISCLOSURE STATEMENT

Top Notch Everything, Llc ™

Hours of operations
Monday – Friday 9am to 6pm
Saturday – 10 am to 10 pm | closed on sunday

P.O. Box 1411 – Lexington Park, md 20653
Customer service 1-877-211-2785
Cleaning services made easy!

We make it our mission to provide our clients and accounts with a secured and completed professional cleaning service experience.

<div><input type="checkbox"/> MOVE IN CLEANING SERVICES</div> <div><input type="checkbox"/> MOVE OUT CLEANING SERVICES</div> <div><input type="checkbox"/> RESIDENTIAL CLEANING SERVICES</div> <div><input type="checkbox"/> COMMERCIAL CLEANING SERVICES</div> <div><input type="checkbox"/> POST CONSTRUCTION CLEANING SERVICES</div>	<div>BILLING ADDRESS OR EMAIL</div> <div>ADDRESS OF SPACE TO BE SERVICED</div> <div>DESCRIPTION</div> <div>ESTIMATED SQ. FT TOTAL SQUARE BEING SERVICED</div> <div>Price for one time service</div> <div>Price for first time servicePrice for following routine services</div> <div>How will TNE access this space?</div>
<div><input type="checkbox"/> ONE TIME SERVICE</div>	
<div><div><input type="checkbox"/> INTERESTED IN ROUTINE SERVICES</div><div>WEEKLY BIWEEKLY MONTHLY (circle one)</div><div>DETAILS HERE</div><div>IF YES, A EMAIL TO FOLLOW UP WITH YOU.</div></div>	

For routine services only				
<input type="checkbox"/> Residential		<input type="checkbox"/> Commercial		
Date for first weekly service / /20	Dates- Mon. Tues. Wedn.Thur. Fri. Sat. Sun weekly or bi-weekly DETAILS / PACKAGE	Dates- Mon. Tues. Wedn. Thur. Fri. Sat. Sun weekly or bi-weekly DETAILS / PACKAGE	Dates- Mon. Tues. Wedn. Thur. Fri. Sat. Sun weekly or bi-weekly DETAILS / PACKAGE	Dates- Mon. Tues. Wedn. Thur. Fri. Sat. Sun weekly or bi-weekly DETAILS / PACKAGE
Date for first monthly service- / /20	Number of services a month _____ Date for services-	Number of services a month _____ Date for services-	Number of services a month _____ <input type="checkbox"/> Date for services-	

For commercial accounts only. Will this be a floor service ? (example strip, buff and wax)		
<input type="checkbox"/> YES		<input type="checkbox"/> NO
Total square feet of space	Total square feet of space being serviced	Details here -

<div><input type="checkbox"/> RESIDENTIAL PACKAGES</div> <div><input type="checkbox"/> TNE’s Sampler package</div> <div>1 Kitchen 2 ½ bathroom</div> <div><input type="checkbox"/> TNE’s Classic package</div> <div>Clients choice of space and items to be cleaned. Prices vary for this cleaning service package</div> <div><input type="checkbox"/> TNE’s Tidy up package</div> <div>Clients choice of 3 extra spaces bathrooms, bedrooms, kitchen, dining room and living room - external cleaning for appliances</div> <div><input type="checkbox"/> TNE’s Deep Detailed package</div> <div>Clients choice of extra 3 spaces bathrooms, bedrooms, kitchen, dining room and living room - internal cleaning for appliances</div>	<div><input type="checkbox"/> COMMERCIAL PACKAGES</div> <div><input type="checkbox"/> TNE’s Sampler package</div> <div>1 Break rooms 2 Restrooms or 1 set of stalls 1 lobby space</div> <div><input type="checkbox"/> TNE’s Classic package</div> <div>Clients choice of space and items to be cleaned. Prices vary for this cleaning service package</div> <div><input type="checkbox"/> TNE’s Tidy up package</div> <div>Break rooms Restrooms Lobby Studios office spaces booth spaces Extra spaces consist of hallways / stairways external cleaning for appliance</div> <div><input type="checkbox"/> TNE’s Deep Detailed package</div> <div>Break rooms Restrooms Lobby Studios office spaces booth spaces Extra spaces consist of hallways / stairways internal cleaning for appliances</div>
--	--

Does TNE have Permission to use photographs or videos of services provided at this location? Yes / No	* initial here_____
Questions up have for us.(TNE)	



SECURE THE DATE FORM / CONTRACT / SECURITY AGREEMENT/ DISCLOSURE STATEMENT

Top Notch Everything, Llc ™

Hours of operations
Monday – Friday 9am to 6pm
Saturday – 10 am to 10 pm | closed on sunday

P.O. Box 1411 – Lexington Park, md 20653
Customer service 1-877-211-2785
Cleaning services made easy!

You Are Entitled To An Exact Copy Of This Agreement/Contract At The Time You Sign, Keep A Copy Of This Contract For Your Records And Legal Rights. This Secured Dated Form Is In Simple Language To Help, You Understand Its Terms. Please Read This Agreement Carefully And Secure The Date(S) For Services. The Words Client And Account Mean The Buyer. The Initial Tne Means “Top Notch Everything, Llc” The Seller, And Service Provider, Shown Above Or Any Holder Of This Contract.To Help Provide Quality Services Tne Has Provided The Following “Our Policy, Terms And Agreement.” Asking That You Review And Respect Our Company Policy As Is Stated Below. If For Any Reason Service Providers Feel Threatened Or That Their Personal Safety Is In Danger Enough To Leave The Job Site Due To Actions By The Client, Guest Of The Client Or Others At The Job Site, The Client Will Still Remain Liable For The Full Cost Of Services Provided At That Time.The Space Or Property Receiving Services (Empty Space, Workplace, Home) Is Our Workplace. The Appropriate Footwear Is Required To Be Worn At All Times, Where There Is Risk Of Foot Injuries From Wet Slippery Floors. Clients And Accounts Are Expected To Allow Service Providers A Work Freely Environment Without Any Distractions. For Residential Clients Only In Effort To Work Safely And Cautiously Tne Cannot Assume Liability For The Safety Of Others Example Children, Guest And Pets While Servicing Your Space. Please Take Note That We Are Subject To Distractions That Affect Tennis Ability To Work And Our Normal Fashion We Reserve The Right To Charge For Our Extra Time Spent In The Home Tne Does Not Allow Its Employees Not To Take Any Item(S) Of Any Nature From A Clients Home, Office Or Business Without First Having Written Permission For Our Office Records. Including Trash. This Is For Your Protection And Ours. If You Choose To Give Your Service Provider Something (A Lamp For Example) Please Protect Them By Also Sending A Note To The Office That States That You Gave Them The Item To Prevent Our Staff From Receiving Reprimands Or Being Terminated.Please Be Advised That We Limit Our Liability And Assume No Liability For Damage Or Loss Of Items That Are Not Sercores Properly Or That Were Damaged Prior To Our Cleaning. (Example: Heavy Pictures Hanging From Thumbtacks, Any Type Of Floating Shelves, Etc.) If This Agreement Was Solicited At Or Near Your Residence Or Business And You Do Not Want The Services, You May Cancel This Agreement By Mailing A Notice To The Seller. The Notice Must Say That You Do Not Want The Service Or Services And Must Be Mailed Before Midnight Of The Third Business Day After You Sign This Agreement. The Notice Must Be Mailed To The Seller Name And Address On The Accompanying Notice Of Cancellation. Phone Call Cancellations From Clients Who Were Solicited To Or Near And Signed This Agreement Will Still Be Charged (\$10) If Client Cancels Prior To The First Initial Cleaning Service, The Seller May Not Keep Any Of Your Cash Down Payment. Please Understand, Tne Hes Reserved This Date For This Space Alone. We Ask That You Notify Our Office By 7:00 Am If Anyone Or Pets Is Or Has Been Or Is Sick. Tne Will Need To Take Precaution Or Choose To Reschedule Dates For The Service. We Never Will Send A Ill Service Provider To Service Your / The Space. A Contagious Space Is Can Affect Everyone Involved. As A Courtesy To The Professionals We Ask You To Give Us Seven Days Notice Of Any Cancellations Or Reschedules. As A Service To Our Clients We Only Charge (\$55) If Appointments Are Canceled Within 24 Hours Of Service) Tne Will Provide All Supplies And Equipment Needed To Complete The Service. If Client Or Account Requests Use Of Unusual Alternative Equipment, Supplies And Products (Excluding Eco Friendly Or Green) An Additional Charge Of \$50 Will Be Included For The First Initial Service. For Any Additional Services Not Normally Included In The Cleaning Package That You Select Accounts Will Also Be Billed Additionally Unless It Is Noted On This Agreement At The Time Estimate Is Given. (For Example Shampoo Carpet) Note That The Contracted Services Are Installed To Last 90 Days After Start Date Of Services. After 90 Days Or 3 Months Whichever Comes First Services Will Automatically Cancel. Clients Please Be Advised That You Are Expected To Inform Tne For Any Changes Made In The Space Pro Or To Services. For Example New Installment Of Appliances Or Floorings. Tne Reserves The Right To Use Our Progressive To Skip Any Areas In Order To Avoid Damaging Items Or Hurting Ourselves.Late Charge - If A Payment Is 10 Days Or More Late, You Agree To Pay A Charge Late Charge Of \$18. For Services Provided. Payment Will Have To Be Made In Full Prior To Our Scheduling Any Future Work / Services Routine Cancellations Can Be Made Through The Office / Owner Of The Company By Calling (877-211-2785) Please Do Not Tell Your Cleaner. All Cancellations Will Also Cause Your Rate To Increase To The Next Level For Example Skip A Weekly Cleaning And You Will Have Toupee The Bi-weekly Rate For Your Next Cleaning. If For Any Reason Tne Has To Cancel Your Cleaning Services Without Notice The Same Day Of Your Scheduled Service We To Will Compensate You For Your Troubles As Well With Gift Certificates And Discounts For Future Services. While We Do Not Offer Refunds On Services That Have Been Provided We Will Return Andrey Clean Any Space Areas Or Items Of Concern That Are Reported To Us Within 48 Hours Of Provided Services.Accounts Or Client Promise To Pay Tne The Total Of Payment Or Payments Shown Above On This Contract And The Number And Amount Of Monthly Installments And On The Due Date At The Address “ P.O. Box 1411 Lexington Park, Maryland 20653. As A Customer Accounts Are Entitled To A Top-notch Cleaning Service Experience. We Accept Checks American Express, Visa, Mastercard And Cash. Check(S) Returned From Your Bank Will Be Assessed An Additional Fee Of \$30 If Made Good Within 3 Days Of Notification. Check(S) Not Made Good Within 3 Days Are Subject To A Fine Up To Five Times The Value Of The Check Plus Legal And Or Collection Fees. No Reputation Or Warranty Made By Any Other Person Working Tne Expressed Or Implied Other Than The Company Owner - Starelle Gladden, Which Is Not Specifically Set Forth Herein Shall Be Binding Upon Tne. Tne Reserves The Right To Re-evaluate Rates And Or Change The Service Agreement And Or Policies At Any Time.Please Note That Our Policy States That Pets Are Expected To Be Caged Or Roomed.Please Let Your Friends And Family Know About Us. If Someone You Refer To Us Uses Our Services Just Once You Will Earn \$25 For The Referral However If That Referral Continues To Use Our Services For One Year You Will Earn A Free Cleaning Value Up To \$100 After Their One Year Anniversary Please Email Our Office To Let Us Know Who You Have A First So We Can Properly Track The Credit And Credit You. Pictures Or Videos Taken By Tne Will Be Used To Show Before And After Cleanings, And Possible As A Marketing Strategy For Advertisement As Completed Services. At Anytime Tne Is Issued A Key To Clients Space, Or Lockbox Code To access

This Agreement Is Governed By The Law Of The State Of Maryland. By Signing This Agreement Client Agrees To Our Company’s Policy, Procedures, And This Contract.

Date(s) of Services	Today’s Date
Service Provider / Top Notch Everything LLC Signature	Client Signature