



Never Clean Again

CLIENT INFORMATION FORM

NAME

ADDRESS

.....

TEL. (HOME)

TEL. (OFFICE)

TEL. (MOBILE)

EMAIL

NUMBER OF HOURS
PER WEEK

OVER HOW MANY
DAYS PER WEEK?

PREFERRED DAY(S)
EACH WEEK

SECOND CHOICE OF
DAY(S) EACH WEEK

LOCATION OF TICK LIST

LOCATION OF VACUUM

LOCATION OF
CLEANING MATERIALS

WILL YOU BE PRESENT
DURING THE CLEAN? YES NO

WILL YOU BE PROVIDING
A KEY? YES NO

IF YES, ARE YOU HAPPY FOR YOUR REGULAR CLEANER TO KEEP HOLD OF YOUR KEY? YES NO

WILL YOUR CLEANER BE REQUIRED TO OPERATE YOUR HOUSE ALARM? YES NO

PLEASE GIVE DETAILS
.....
.....
.....

WILL ANY ANIMALS BE PRESENT DURING THE CLEAN? YES NO

PLEASE GIVE DETAILS OF INFORMATION SUCH AS WHICH ROOMS THE ANIMAL IS ALLOWED IN ETC.

OTHER INFORMATION YOU THINK MAY BE NECESSARY

WE REQUIRE ALL PAYMENTS TO BE MADE BY STANDING ORDER, ARE YOU HAPPY TO DO THIS ? YES NO

WHAT IS THE BEST WAY TO CONTACT YOU? EMAIL TEL POST

WHERE DID YOU HEAR ABOUT NCA?

NCA FEES PER WEEK

DATE OF FIRST CLEAN

I/We agree that this agreement shall continue for a minimum period of four weeks as long as I/we are happy with my/our first clean and it shall continue indefinitely thereafter unless I/we cancel in writing giving four weeks notice.

I/We agree to leave appropriate cleaning products and materials available for our NCA cleaner each week and I/We understand that if appropriate cleaning products are not left NCA does not take responsibility for the standard of the cleaning received.

I/We agree that any cleaner supplied by NCA has permission to use my/our vacuum cleaner and all other cleaning equipment as left out by us in the location noted above and I/We understand that NCA will not be held responsible for **any** vacuum cleaner malfunction.

I/We agree that I/we will contact NCA immediately if I/we am/are in any way dissatisfied with the standard of cleaning received. I/we understand that should I/we put 'right' any cleaning that we are unhappy with, before a representative from NCA has the opportunity to come and inspect it, NCA cannot offer a discount or take responsibility for any complaint in relation to that clean.

I/We agree that I/we will ensure that our house is free of hazards and is subsequently a safe place for our NCA cleaner to work.

I/We agree to never approach or allow any person whom currently works for or has in the past three years worked for NCA in any capacity, to work privately for me/us as a cleaner or to work privately for me/us in any other capacity. I/We understand that all cleaning bookings must be made through Rebecca Davidson or Sandra Marshall at Never Clean Again and that no person other than Rebecca Davidson or Sandra Marshall, has the authority to make a cleaning booking for me/us.

CLIENTS SIGNATURE DATE

NCA USE ONLY CLIENT CODE NO.

Mrs Rebecca Davidson
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