



CARPE DIEM CLEANING

seize a clean day.

CARPET CLEANING CHECKLIST

Client Name : _____

Home Address: _____

Square footage: _____

OFFICE USE ONLY

Date: _____

Time: _____

Additional
Notes

ACCESS

- Key provided to Carpe Diem
- Client Present
- Other:

PETS

A door will be propped open during the cleaning, make sure all pets are secured.

- No Pet(s)
- Pet(s) will be secured

Location of Pet(s):

AREAS TO BE CLEANED

Please note that we do not move furniture.

- Living Room
- Bedroom; quantity: _____
- Bedroom & closet; quantity: _____
- Family Room
- Great Room
- Den
- Hallway; quantity: _____
- Stairs; # of sets: _____

Location of specific areas in the home:

FURNITURE TO BE CLEANED

- Chair; quantity: _____
- Sofa; quantity: _____
- Love Seat; quantity: _____
- Ottoman; quantity: _____
- Sectional Sofa; quantity: _____
- Area Rug; quantity: _____

Size of Rug(s): _____

Location of specific items in the home:

SPOTS/STAINS

Please provide as much information about spots as possible so that we can better treat them.

- NO Spot cleaning needed
- Spot cleaning needed

Type of spot(s) – i.e., coffee, wine:

Location of spot(s) in the home:

The cleaning process and products we use are child and pet-safe. We use a steam clean truck mount system that is designed for quick drying (approximately 3 hours) and to protect furniture.

Location of cleaning: _____ City: _____

Client name: _____

Phone (1): _____ Phone (2): _____ Email address: _____

Credit Card information (Required)

Card Type: Visa MasterCard Discover

Name (as appears on card): _____

Card #: --- Exp.: - CVC #
(3-4 digits on the back of card)

Cardholder's Signature: _____ OR Electronic Signature:

Billing Information:

Address: _____ City: _____ State: _____ Zip: _____

Please check one:

- I authorize Carpe Diem Cleaning to automatically charge my credit card for services and fees rendered.
- I prefer to pay Carpe Diem Cleaning with a check or money order after the cleaning. I understand that payment is due within 7 days of the cleaning. I authorize Carpe Diem Cleaning to charge my credit card after 7 days of rendered service with the cost of cleaning plus a \$20 late fee, if payment has not been received.

I have reviewed the checklist and have indicated which areas / items will be included in the cleaning.

I am aware that Carpe Diem technicians will not move furniture during the cleaning.

I am aware of Carpe Diem Cleaning's scheduling and payment policies as outlined above.

Client signature: _____ Date: _____

OR
Electronic Signature:

Printed name: _____



Please send BOTH pages.

If you are electronically signing this form, please email it to: info@carpediemcleaning.com

If you are using a hand-written signature, please print and mail it to:
Carpe Diem Cleaning 902 Pearl St, Durham, NC 27701 Or fax to: (919)682-9723

