

SPECIFICATION OF SERVICES

The following services are to be provided by **Spey Services Contract Cleaning Ltd** to:

NAME OF PROPERTY		
Description of Services		
Rubbish removal	Yes	No
Maintenance Call Out	Yes	No
Out of hours call out services (between 5pm-9am)	Yes	No
Kitchen foil provision & replacement	Yes	No
Tea Towel replacement	Yes	No
Owners supply of light bulbs / batteries.	Yes	No
If Yes, where are they stored?		
Key Box Code (please complete, important for checking guests keys)		
Emergency Contact Details		
Name		
Number		
Guest Arrival Time		
Guest Check Out Time		
Any specific Heating Requirements?		

Owners Welcome Pack	Yes	No
If Yes, consists of:		
Do you have any other special requirements?		

I/We hereby agree to purchase the services as specified above in accordance with the standard terms and conditions of Spey Services Contract Cleaning Ltd

Subscribed for and on behalf of:		(Property Name)
		(Property Owner)
		(Signature)
Completed at		(Address)
Completed on		(dd/mm/yyyy)
Before the following Witness		(Witness Name)
		(Witness Signature)
		(Address)
		(Occupation)

Standard Service Charge (changeover cleaning set charge, to be completed by Spey Services)

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We hereby agree to provide the services as specified above in accordance with our standard terms and conditions.

Subscribed for and on behalf of Spey Services Contract Cleaning Ltd		(Director)
		(Signature)
Completed at		(Address)
Completed on		(dd/mm/yyyy)
Before the following Witness		(Witness Name)
		(Witness Signature)
		(Address)
		(Occupation)

Spey Services Contract Cleaning Ltd

Registered in Scotland Company Number SC380580

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