

# 9.1E Service Quotation 9.1E: 1350



Phone: (03) 9933 1100  
 Fax: (03) 9338 2688  
 E-mail: info@goldenbrown.com.au  
 Rep: AA

11. Terms: Net 7 Days  
 12. Quotation No: 1350  
 13. Date: 10/11/2014  
 14. P.O. No.:  
 Quote Exp.: 19/11/2014

Customer Information	
Phone:	03 9930 5000
Mobile:	02 8844 9100
Fax:	03 9930 5001
E-mail:	invoices@howden.com.au
3. Contract Term:	Two
5. Service Day#	Mon to Fri
6. Time#	5:30-8:50pm Less 25% 2:30 hrs
7. Key Issue No#	X124 x1
10. Alarm#	2005 Enter (2Al Back & Front)
ID#	

9. Name / Address: Howden Australia  
 Julie Tierney  
 PO Box 431  
 Rydalmere, BC NSW 1701

Howden Australia  
 Julie Tierney  
 122 Freight Drive  
 Somerton, VIC 3062

Mel Ref#  
 180, H9

15. Description: 11. Term & Tax Inv. Issued on: Net 7 Day/issue End of month 16. Total

SG CQ OFFICE GENERAL CLEANING SERVICE: Charged per Service

89.00

CLEANING ROUTINE:

- [\*] ENTRANCE AREA:
    - [\*] W. Area immediate to the front entrance swept clean & maintained free of litter dirt & grime Vacuum mats
    - [\*] D. Thoroughly clean glass entrance doors
  - [\*] GLASS PARTITIONS & INTERNAL WINDOW:
    - [\*] M. Dust free by feather duster
    - [\*] D. Spot clean
  - [\*] FURNITURE:
    - [\*] W. Damp dust: Desks, counter tops, Do not move paper on desks
    - [\*] M. Damp dust: Filing cabinets, chairs, picture frame, aircon grills, venetian blinds etc
    - [\*] D. Remove spot, stain & marks
    - [\*] M. Curtain & Blind: Remove dust by feather duster & AR. Vac chair & arrange
  - [\*] OFFICE EQUIPMENT: Fax, Printer, Copy Machine, Tel, TV, Computer Monitor
    - [\*] D. Remove dust by feather duster
    - [\*] M. Wipe & Sanitise telephone hand set thoroughly
    - [\*] W. Dump dust office equip
  - [\*] GENERAL:
    - [\*] D. Counter tops & M. Other horizontal surfaces
    - [\*] AR. Spot clean finger, scuff marks from walls, cupboard, lights, switches & around it.
    - [\*] W. Dust free: Doors, jambs, ledges, louvers, sills & skirting boards. Clean plant pots & remove any rubbish from within
    - [\*] W. Remove Int cobweb & M. vacuum exhaust fans & vents
    - [] M. Remove Ext cobweb
    - [] D. Remove cups & glasses to dish washing
  - [\*] RUBBISH & BIN:
    - [\*] D. Empty garbage containers & remove to waste area. Remove cardboard boxes to recycle bin
    - [\*] D. Supply & replace bin liners
    - [\*] W. Empty waste paper receptacles & recycle. Remove any boxes to dumpmaster
    - [\*] M. Bins: Wipe or Wash
    - [] W. Remove Rubbish from site
    - [] W. Take Bin out: Recycle & Waste + Empty Shredder
  - [\*] TEAROOMS, KITCHEN & COFFEE MAKING AREAS:
    - [\*] D. Clean & polish stainless sinks & wipe chairs, benches & table
    - [\*] D. Wipe down cabinet tops, Vendor Machine around coffee making areas, kettle, toaster, glass canisters & kitchen equip.
- External Appliances wiped
- [\*] D. Remove marks & spots from doors, cupboards & tile walls. Check for spills
  - [\*] D. Push plates & foot plates: clean & polish
  - [\*] D. Microwave: Clean & sanitize [\*] Int [\*] Ext
  - [\*] D. Gas Stove, Grill & Oven: Wipe exterior
  - [\*] D. Wipe Refrigerator exterior

On approval of this Quotation please Fax or

Mail it back to us on above information. 9.2 Customer Name & Surname / 17. Date / 18. Customer Signature

19. PAYMENT Cheque  Cash  Credit Card  E.F.T  Account Customer  20. Customer ABN Number ACN No.

BANKING DETAILS - WESTPAC, BSB: 033-396, ACC: 129 126. All EFT payments must have the service order number or quotation order number and client name as a reference. Confirmation of remittance must be emailed to: info@goldenbrown.com.au or faxed to: (03) 9338 2688. CREDIT CARD PAYMENTS: Visa & Mastercard will incur a 2% surcharge. Diners Club & American Express are NOT accepted.

This Quotation is exclusive of GST and remains valid for 30 days from the above date after which a revised quote may be necessary.

If you have any further query please do NOT hesitate to contact us on above telephone number.

I certify that the above information is true and correct and that I am authorised to make this application for credit. In accordance with the Privacy Act (1988) I authorise any person or company to give information as may be required in response to credit Inquiries. I for and on behalf of the Client have acknowledge of receipt and read and understand the condition of this service order as stated above and on the back hereof GENERAL TERMS AND CONDITIONS OF TRADE and INDEPENDENT CONTRACTOR AGREEMENT (refer to attachment document and/or web link and for latest version please check our Website www.goldenbrown.com.au) of The Giant Trust Group ATF Express Contracting Services T/A Golden Brown Cleaning Services which form part of, and are intended to be read in conjunction with this Quotation & Quotation Variation Form and agree to abide by these conditions. Page 1

By signing this document I have entered into a contract which is legally binding, authorising Golden Brown Cleaning Services to commence the work.

I for and on behalf of the Client acknowledge that the service work undertaken by Golden Brown Cleaning Services is in accordance with this contract and the products (if any) are in good working order and condition. Golden Brown Cleaning Services take no any responsibility for any damages caused to glass.

Warranty: No Warrnties are given in respect of the product or its fitness for any particular application and no warranties or conditions are to be implied.

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9. Name / Address: Howden Australia

Julie Tierney

PO Box 431

Rydalmere, BC NSW 1701

Mel Ref#

180, H9

9.1 Service To: Howden Australia

Julie Tierney

122 Freight Drive

Sommerton, VIC 3062

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16. Total

[\*] M. Refrigerator interior clean/Dis

[] D. Wash Dishes left on the sink

[] D. Turn the dishwasher on & stack dishes if they are in the sink

[] W. Wash & replace the handtowels & dishtowels

[\*] TOILETS & SHOWERS:

[\*] D. Clean & disinfect: Toilet pans, seats, lids, urinal, taps, chrome fittings, pipes, doors, door handles, basins, dryer & dispensers

[\*] D. Remove calcium & mould build up around taps

[\*] D. Brush & remove uric acid

[\*] W. S-bend is to be wipes free of dust & disinfect toilet cisterns

[\*] D. Stock Replenish from clients stock: Toilet paper (add spare), Hand Towel & Hand soap (leave note when supply is low)

[\*] D. Tile walls: Spot clean special pay attention to under hand dryers

[\*] D. Vanity Cupboards: Clean & polish

[\*] D. Mirrors: Clean & shine

[\*] D. Shower bases, screens & partitions; Clean/Disinfect

[\*] CARPETED FLOORS:

[\*] D. Vac thoroughly

[\*] W. Vac corners, edges & underneath of furniture

[\*] W. Spot clean marks & spills. Remove marks & stains from soft floor where possible

[\*] HARD FLOOR:

[\*] D. Scrap & clean thoroughly all hard floor. Spot clean marks, scuff, stains & spills

[\*] D. Mop area

[] CAR PARK & GARAGE: Sweep W/M

D: Daily, W: Weekly, M: Monthly, Q: Quarterly, AR: As Required

All job signed with Asterisk [\*] in paragraph should be performed as cleaning job routine otherwise NOT Included

10% GST

8.90

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17. Date

18. Customer Signature

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20. Customer ABN Number ACN No.

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