


Bella Mia Maid Services

11815 N. RR 620 Ste. 2 Austin, TX 78750 (512) 255-1902 office, Fax: (512) 255-6210

GENERAL CLEANING CHECKLIST


Client Name:	Invoice #:	Date:
Signature:		Phone:
Address: _____		City/Zip Code: _____
Work performed today denoted by checked boxes:		
Formal Living, Dining & Family Room Areas: <input type="checkbox"/> Dust furniture <input type="checkbox"/> Vacuum carpets and rugs <input type="checkbox"/> Dust windowsills <input type="checkbox"/> Dust window blinds <input type="checkbox"/> Dust and polish all table top/surface areas	Bathrooms: <input type="checkbox"/> Clean tub/shower stall(s) <input type="checkbox"/> Clean and sanitize commode inside and out <input type="checkbox"/> Dust and polish Mirrors and countertops <input type="checkbox"/> Vacuum carpets and rugs <input type="checkbox"/> Sweep and mop tile and hard floor areas	
Kitchen and Laundry Areas: <input type="checkbox"/> Clean countertops <input type="checkbox"/> Clean small kitchen appliances <input type="checkbox"/> Clean Microwave inside and out <input type="checkbox"/> Clean stove exterior <input type="checkbox"/> Clean refrig exterior <input type="checkbox"/> Clean Dishwasher exterior <input type="checkbox"/> Clean and sanitize sink, faucet and drain <input type="checkbox"/> Dust window sills <input type="checkbox"/> Sweep and mop tile and hard floor areas <input type="checkbox"/> Washer and dryer exteriors	<div style="font-size: 24px; color: #4F812E; font-weight: bold; margin-bottom: 10px;">We Clean Austin</div> <div style="font-size: 24px; color: #4F812E; font-weight: bold; margin-bottom: 10px;">"Green"</div> 	
Bedrooms and Office Areas: <input type="checkbox"/> Dust furniture <input type="checkbox"/> Dust window blinds <input type="checkbox"/> Vacuum carpets and rugs <input type="checkbox"/> Linens: change or straighten		
Rotational or Extra Tasks Performed today (if any):		
Your cleaning team members today were:		
Notes: 	Total for today's service:	\$ _____
	Previous balance	\$ _____
	Total payment due	\$ _____
	Payment received today	\$ _____
	Current balance outstanding	\$ _____
	Paid by: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	

Thank You! We appreciate your business. "A Beautiful Cleaning Solution with a Personal Touch"

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DEEP CLEANING CHECKLIST

Client Name:	Invoice #:	Date:
Signature:		Phone:
Address:		City/Zip Code:
Work performed today denoted by checked boxes:		
Formal Living, Dining & Family Room Areas: <input type="checkbox"/> Dust furniture <input type="checkbox"/> Vacuum carpets and rugs <input type="checkbox"/> Dust windowsills <input type="checkbox"/> Dust and damp wipe window blinds <input type="checkbox"/> Dust and polish all table top/surface areas <input type="checkbox"/> Clean Ceiling Fans in all rooms	Bathrooms: <input type="checkbox"/> Clean tub/shower stall(s) <input type="checkbox"/> Clean and sanitize commode inside and out <input type="checkbox"/> Dust and polish Mirrors and countertops <input type="checkbox"/> Dust and polish Paper holder/towel racks <input type="checkbox"/> Vacuum carpets and rugs <input type="checkbox"/> Sweep and mop tile and hard floor areas	
Kitchen and Laundry Areas: <input type="checkbox"/> Clean countertops <input type="checkbox"/> Clean small kitchen appliances <input type="checkbox"/> Clean Microwave inside and out <input type="checkbox"/> Clean stove/oven interior(upon request) and exterior <input type="checkbox"/> Clean refrigerator interior(upon request) and exterior <input type="checkbox"/> Dust and clean cabinet exteriors <input type="checkbox"/> Clean Dishwasher exterior <input type="checkbox"/> Clean trash compactor exteriors <input type="checkbox"/> Clean and sanitize sink, faucet and drain <input type="checkbox"/> Dust window sills <input type="checkbox"/> Sweep and mop tile and hard floor areas <input type="checkbox"/> Washer and dryer exteriors <input type="checkbox"/> Clean Baseboards and Doors in all rooms	Entry, Exit, Stairwell, Hallway <input type="checkbox"/> Dust furniture <input type="checkbox"/> Dust lamp shades and artwork <input type="checkbox"/> Vacuum carpets and rugs <input type="checkbox"/> Sweep and mop tile and hard floor areas	<p style="font-size: 1.2em; color: green; margin: 0;">We Clean Austin "Green"</p> 
Bedrooms and Office Areas: <input type="checkbox"/> Dust furniture <input type="checkbox"/> Dust and damp wipe window blinds <input type="checkbox"/> Vacuum carpets and rugs <input type="checkbox"/> Dust lampshades and artwork <input type="checkbox"/> Clean Ceiling Fans in all rooms		
Rotational or Extra Tasks Performed today (if any):		
Your cleaning team members today were:		
Notes: 	Total for today's service:	\$ _____
	Previous balance	\$ _____
	Total payment due	\$ _____
	Payment received today	\$ _____
	Current balance outstanding	\$ _____
	Paid by: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	

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