

My House Cleaning Service
Miriam Mercado (Owner)
(703) 606-3395
10021 Orland Stone Dr.
Bristow, VA 20316
January 16, 2014

Regency Cooperative Association
c/o 15536 Fassels Court
Haymarket, VA 20169

Dear Regency Cooperative Association:

Thank you for giving my company the opportunity to work with Regency at Dominion Valley. My company has 24 years of experience and I am sure that we will provide the service you are looking for.

This correspondence outlines the complete scope of the services my company offers, estimated fees and discounts, and other services and products provided.

TYPES OF SERVICES PROVIDED

1. Bedrooms

- Make Beds
- Dust Furniture
- Dust Hanging pictures
- Remove Cobwebs
- Clean Lamps
- Clean Ceiling Fans & Vents
- Vacuum Floor
- Dust & Wipe Blinds

2. Kitchen

- Countertops
- Microwaves
- Wipe Cabinet Outside
- Vacuum & Mop Floors
- Remove Trash
- Clean Stove & Burners

- Scrub Sink
 - Front Storm Doors
 - Clean Outside Appliances
 - Clean Inside Toaster Ovens
3. Bathrooms
- Vacuum & Mop Floors
 - Tub & Shower
 - Toilet & Sink
 - Counter Tops
 - Vacuum Rugs
 - Remove Trash
 - Light Fixtures
 - Mirrors
4. Other Rooms
- Dust all Furniture
 - Vacuum Floors
 - Dust Hanging Pictures
 - Clean Lamps
 - Clean Ceiling Fans & Vents
 - Mop Floors
 - Dust Base Board
 - Clean Stair Rails
 - Clean Storm Door
 - Dust & Wipe Window Sills

ESTIMATED FEES

When determining the cost to clean a house, My House Cleaning Service provides a free estimate by visiting the house or over the phone. **Prices vary on the size of the house and frequency of cleaning.** Here is an example of an estimate given:

4 bedrooms, 2 ½ bathrooms, 2 level house. Cleaning with all services stated provided.

- Weekly price: \$100
- Every two weeks: \$110
- Once a month: \$120

The special offer My House Cleaning Service will provide for the community of Regency at Dominion Valley includes a discount of 10% off on any estimated quote given to the members of the Regency Cooperative, including our additional services listed below.

OTHER SERVICES AND PRODUCTS PROVIDED

Additional Cleaning Services Include:

- Inside Refrigerator & Inside Oven
- Cleanings for Move Ins & Move Outs
- Inside Window Cleanings
- Steamed Carpet Cleaning

*Prices for additional services vary on the quote given.

We provide our own equipment and supplies.

We take special requests for specific cleaners or equipment from the client if the client provides the specific cleaners or equipment.

CLOSING

We appreciate the opportunity to service your house cleaning needs. If you have any further questions be free to contact me.

Sincerely,

Miriam Mercado
Owner