



Professional Computer/Electronic Equipment Cleaning Services

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A Fax Message from Darlene McManus

To:	Attn:
Date: April 30, 2009	Pages: One (inclusive)
Your Fax:	My Fax: (403) 946-0238
Your Phone:	Re: <u>Computer/Electronic Equipment Cleaning</u>
<u>Date</u>	

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*If you did not receive all pages of this fax, please call (403) 259-5330*

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Dear,

I am sending you a quick note to confirm that your company is booked to have your sensitive electronic equipment professionally cleaned and sanitized on \_\_\_\_\_.

Our Cleaning technician(s), \_\_\_\_\_, will arrive on \_\_\_\_\_ by approximately \_\_\_\_\_ **am/pm**. Based on a rough estimation; the job should take approximately \_\_\_\_\_ hours to complete.

**In order to facilitate the procedure and make things as smooth as possible**, please be advised that each computer needs to be "**Shut Down**", before our cleaning technician(s) starts the cleaning and sanitizing process. (Note: The computers only need to be shut down as the Cleaning Technician arrives at each workstation.) Each computer can then be turned back on as soon as the cleaner is finished.

**The Cleaning Technician(s) will prepare an invoice for you to sign as soon as the job is completed.** We would appreciate it if the cleaning technician(s) could collect your payment of that invoice on the day the job is completed. The estimated amount for cleaning your equipment is \$ \_\_\_\_\_, including GST. Please be advised that there will be an additional charge for parking if applicable which will be added to your invoice.

In the event it is necessary for you to prepare a cheque in advance and the quantity should change due, perhaps, to equipment being added to the list, your payment will be applied to the invoice and the balance can be paid at a later date. Please feel free to call the office at 403-259-5330 if you need to make alternate arrangements.

**Electronic equipment is delicate therefore we pride ourselves in treating your equipment as if it were our own.** We use specific tools and cleaners for this that neither generate nor conduct static electricity. **We will disrupt your workplace as little as possible.** The cleaning will be done during regular business hours and we will require approximately thirty minutes (+/-) per work station to make the equipment look like new.

We sincerely thank you for your business and are looking forward to being of service to you.

Best regards,

*Darlene McManus*

Office Manager

[403] 259-5330

E-mail: [Darlene.McManus@onsitecleaning.com](mailto:Darlene.McManus@onsitecleaning.com)

**This is to advise you that On-Site Professional Computer and Electronic Equipment Cleaning Services will be in our offices on \_\_\_\_\_** during regular business hours to clean and sanitize our sensitive office equipment. Not only will your equipment be cleaned, it will also be sanitized and thus void of all bugs and germs.

**It will take approximately 15 to 30 minutes to clean each work station, depending on what equipment you have**, so please make your computer is turned off and available to On-Site's staff when they arrive at your office. If you are in a "situation" and need time to finish a call or document, simply indicate that to On-Site staff and they will be happy to come back at a later time. They are very accommodating and sensitive to our busy schedules.

**If you have any paperwork or items on your desk that is important or sensitive, or that you don't want moved, please make sure you set it aside**, as the cleaning technicians will need a little 'elbow room' in order to do their usual good job.

**Please note: If you have critical information 'stuck' to your phone and or monitors or other equipment**, please make a note of it as they will be **removing all stickers, labels and sticky notes** from the equipment.

**Thank you**