



@ The International Centre
 6900 Airport Road, P.O. Box # 2, Mississauga, ON L4V 1E8
 FAX: 416-548-7434
 E-mail: admin@hsholdings.ca

CLEANING SERVICES ORDER FORM

Section 1		<u>Show and Company Information</u>	
Event:	_____	Event Dates:	_____
Company Name:	_____		
Address of Cardholder:	_____		
City of Cardholder:	_____	Prov./State:	_____
		Cardholder:	_____
		Postal Code/Zip Code	_____
Phone:	_____	Ext:	_____
		Fax:	_____
Email:	_____	Contact Person:	_____
Signature:	_____	Date:	_____
		Booth #:	_____
		Total Square Feet:	_____
NOTE:			
Rates are calculated by total Booth square footage (includes cleaning of floors and emptying wastebaskets nightly). Additional charges would be pending for carpet in need of special attention due to food sampling demonstration(s), wood, metal or form shavings, grease or oil. Porter service and additional exhibit cleaning is also available please inquire for arrangements. Please insure any protective floor covering is removed by 4:00pm on the last move in date. H&S will not be responsible for removal of floor covering.			

All orders must be received and paid in full one (1) week prior to your move-in date.

Section 2		<u>Initial Cleaning done the night before the show opens the 1st day</u>		
<u>Sq. Ft.</u>	<u>Rates per</u>			<u>Total</u>
100 - 600	\$0.22	_____	x 1 day	_____
601 - 1000	\$0.21	_____	x 1 day	_____
1001 and over	\$0.20	_____	x 1 day	_____
Section 3		<u>Nightly Cleaning (any added requested cleaning). Please indicate nights.</u>		
<u>Sq. Ft.</u>	<u>Rates per</u>			<u>Total</u>
100 - 600	\$0.19	_____	x # of days	_____
601 - 1000	\$0.18	_____	x # of days	_____
1001 and over	\$0.16	_____	x # of days	_____
Carpet Cleaning - min. of \$70.00 charge	\$0.32	_____	x # of days	_____
Rental of 35 Gallon Waster Container/Liner	\$22.00 / day	_____	x # of days	_____
Please list any special added services needed (subject to charges)		_____		_____
		_____		_____
		Sub-total		_____
		+ HST - 13% tax		_____
		TOTAL		_____
Required Cleaning Dates: _____				

Section 4		<u>Payment Information</u>	
All orders must be received and paid in full at least 7 days prior to the move-in date. A 25% surcharge will apply to all orders received after this date. Incomplete orders cannot be processed. H&S reserves the right to recalculate orders not calculated accurately.			
<u>Please Note:</u>	Bank Transfers: please add a \$30.00 bank service charge to the final total.		
<u>Payments - circle one</u>	Visa	MasterCard	American Express
Card #:	_____	_____	_____
Expiry Dates:	_____	_____	CVV: _____
Cardholder Name:	_____	Signed:	_____
I authorize any unpaid balance on this card.			

INVOICE # _____