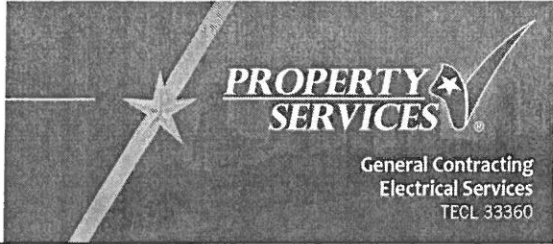


# Estimate



Property Services  
17709 Telge Road,  
Cypress, Texas 77429

Date	Estimate #
8/21/2019	201927033

Company Name / Address
Bella Villa at Green Tee HOA C/o Inframark 2002 West Grand Parkway N., Suite 100 Katy, Texas 77449 Attention: Shannon Boogades

Reference Address Only For Property
Bella Villa at Green Tee HOA 1548 N Riviera Circle Pearland, Texas 77581

*Our mission to our clients is to complete every project on time with the highest quality materials and finest craftsmanship at an affordable price.  
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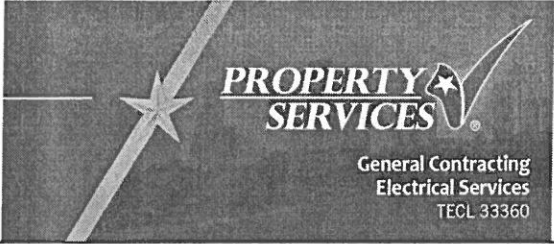
Customer #
Terms
Net 30

Phone # 281-469-1881      Fax # 281-469-8665      Web Site GreaterHoustonPropertyServices.com      Requested By Shannon Boogades

Statement of Work for Requested Project	Itemized Cost
<p><b>Janitorial Services-</b></p> <p>Location: Community Center- 1548 N Riviera Circle, Pearland, Texas 77581. Cleaning to be done once a week on Monday from 8am-11am.</p> <p>Cleaning solely at the discretion of the onsite manager.</p> <p>Description of work to be performed - Cleaning will consist of the following each time the facility is serviced:</p> <p>Computer Room/Offices Area/Main Lobby/Billiard Room/Craft Room:                      * Dusting window sills, blinds, lamps, furniture, pictures, shelves, mantels etc.                      * Wiping down all flat surfaces including the counter for the reception desk.                      * Glass to be cleaned free of streaks and deposits on the inside. Front door and door from lobby to pool area are to be cleaned inside and out.                      * Switch plates and outlet covers to be cleaned as needed.                      * Carpets to be vacuumed.                      * Floors to be swept and mopped. MAKE SURE NOTHING IS LEFT IN THE CORNERS OF THE FLOORS</p> <p>Restrooms:                      * Wiping down all flat surfaces.                      * Clean sink basins, clean and polish faucets.                      * Urinals- entire fixture to be cleaned/sanitized, clean and polish flush valve, install urinal screens.</p>	
Thank you for allowing us to provide you with an estimate for your project.	<b>Total Cost</b>



# Estimate



Property Services  
17709 Telge Road,  
Cypress, Texas 77429

Date	Estimate #
8/21/2019	201927033

**Company Name / Address**

Bella Villa at Green Tee HOA  
C/o Inframark  
2002 West Grand Parkway N., Suite 100  
Katy, Texas 77449  
Attention: Shannon Boogades

**Reference Address Only For Property**

Bella Villa at Green Tee HOA  
1548 N Riviera Circle  
Pearland, Texas 77581

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**Requested By**  
Shannon Boogades

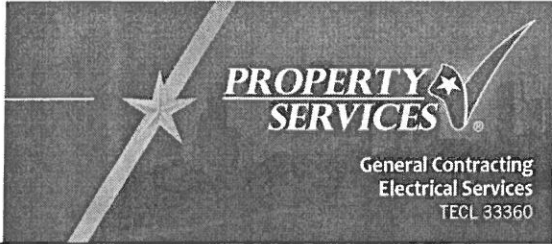
**Terms**

Net 30

Statement of Work for Requested Project	Itemized Cost
<ul style="list-style-type: none"> <li>* Soap dispensers, paper towel (c-folds to be provided where there is no hand dryer), and toilet tissue holders to be cleaned and filled.</li> <li>* Sanitary liners are to be replaced in the women's restroom.</li> <li>* Bathroom stall doors/dividers to be cleaned.</li> <li>* Showers to be cleaned/sanitized, clean and polish the faucets.</li> <li>* Clean water fountains between the restrooms.</li> <li>* Switch plates and outlet covers to be cleaned as needed.</li> <li>* Floors to be swept and mopped. <b>MAKE SURE TO PICK UP MATS CLEAN FLOORS, AND THEN RETURN MATS TO SAME LOCATION.</b></li> <li>* Trash cans to be emptied, trash can liner to be replaced.</li> </ul> <p><b>Fitness Center:</b></p> <ul style="list-style-type: none"> <li>* Wiping down all flat surfaces including the counter for the reception desk.</li> <li>* Wipe down fitness equipment.</li> <li>* Glass and mirrors to be cleaned free of streaks and deposits.</li> <li>* Vacuum under treadmills as best as possible. <b>DO NOT MOVE EQUIPMENT.</b></li> <li>* Dusting window sills, blinds, lamps, furniture, pictures, shelves, mantels etc.</li> <li>* Replace Gym wipes as needed (supplied by HOA).</li> <li>* Switch plates and outlet covers to be cleaned as needed.</li> <li>* Trash cans to be emptied, trash can liner to be replaced.</li> </ul> <p><b>Ballroom:</b></p> <ul style="list-style-type: none"> <li>* Dust blinds.</li> <li>* Trash cans to be emptied, trash can liner to be replaced.</li> <li>* Switch plates and outlet covers to be cleaned as needed.</li> </ul>	
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# Estimate



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17709 Telge Road,  
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Date	Estimate #
8/21/2019	201927033

Company Name / Address
Bella Villa at Green Tee HOA C/o Inframark 2002 West Grand Parkway N., Suite 100 Katy, Texas 77449 Attention: Shannon Boogades

Reference Address Only For Property
Bella Villa at Green Tee HOA 1548 N Riviera Circle Pearland, Texas 77581

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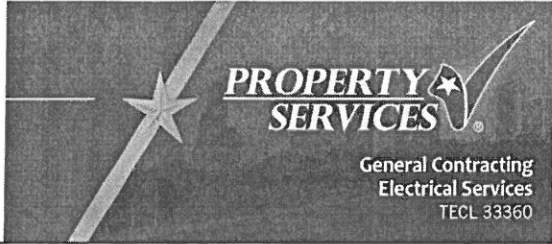
Web Site  
GreaterHoustonPropertyServices.com

Requested By  
Shannon Boogades

Statement of Work for Requested Project	Itemized Cost
<p>* Vacuum carpet and clean dance floor with specified cleaner.</p> <p><b>Kitchen:</b></p> <ul style="list-style-type: none"> <li>* Wiping down countertops.</li> <li>* Clean sink basins, clean and polish faucets.</li> <li>* Trash cans to be emptied, trash can liner to be replaced.</li> <li>* Switch plates and outlet covers to be cleaned as needed.</li> <li>* Floors to be swept and mopped.</li> </ul> <p><b>Library Building (DO NOT MOVE FURNITURE, BOOKS, OR PUZZLES):</b></p> <ul style="list-style-type: none"> <li>* Dusting window sills, blinds, lamps, furniture, pictures, shelves, mantels etc.</li> <li>* Wiping down all flat surfaces.</li> <li>* Glass/mirrors to be cleaned free of streaks and deposits on the inside. Front exterior doors are to be cleaned inside and out.</li> <li>* Switch plates and outlet covers to be cleaned as needed.</li> <li>* Carpets to be vacuumed.</li> <li>* Clean sink basins, clean and polish faucets.</li> <li>* Urinals- entire fixture to be cleaned/sanitized, clean and polish flush valve, install urinal screens.</li> <li>* Soap dispensers, paper towel (c-folds to be provided where there is no hand dryer), and toilet tissue holders to be cleaned and filled.</li> <li>* Sanitary liners are to be replaced in the women's restroom.</li> <li>* Bathroom stall doors/dividers to be cleaned.</li> <li>* Floors to be swept and mopped.</li> <li>* Trash cans to be emptied, trash can liner to be replaced.</li> </ul>	
Thank you for allowing us to provide you with an estimate for your project.	<b>Total Cost</b>



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Statement of Work for Requested Project	Itemized Cost
<p>* Any maintenance issues noted at time of service will be reported to onsite manager.</p> <p>Additional cleaning on a monthly basis will consist of: * Dusting up high for cobwebs.</p> <p>Prices include all labor, cleaning materials and supplies consisting of trash bags, paper towels, toilet tissue, time mist air freshener refills, urinal screens and soap.</p> <p>Monthly fee [(includes cleaning services only and community will provide the cleaning supplies)]</p> <p>Additional services offered to be invoiced for separately :</p> <p>*Window cleaning: clean all windows inside and out, throughout the entire facility quarterly- \$225 per trip *Carpet Cleaning- \$125 per trip for one room, \$75 per each additional room, to be done on request (recommend cleaning semi-annually) *Light check per trip: Check all inside light fixtures to ensure they are working properly, replace bulbs as necessary- \$220 plus cost of materials. *Polish Travertine Tile per trip- \$275</p> <p>Acceptance <u>Connie Harry</u> Title <u>Board President</u> Date <u>9/25/2019</u></p> <p>Signature hereby approves and guarantees payment for services as outlined in this estimate. Any alterations or deviations from the specifications involving extra costs will be executed only upon written order and will become an extra charge over and above this estimate.</p>	<p>1,375.00</p>
Thank you for allowing us to provide you with an estimate for your project.	<b>Total Cost \$1,375.00</b>

