

Template 1

Thoughtful Systems

Web Design Order Form

1. URL Registration Information

URL you would like or that you currently own:

Have you already registered this URL? Yes ___ No ___

If Yes, we must know the details of the domain registration so that we can arrange hosting. Please answer the questions below about where you registered the domain:

Website where you registered the domain:

Login for this site: _____ Password: _____

If you have not already registered this URL, the registration fee of \$8 will be assessed upon your completion of this order form.

2. Hosting Information

Have you already arranged hosting? Yes ___ No ___

If No, we will register you for hosting with Godaddy.com

If Yes, we must know the details of your hosting service, so that we may have access to upload your site. Please answer the questions below about your current hosting account:

Website where your site is hosted:

Login for this site: _____ Password: _____

3. Global Preferences

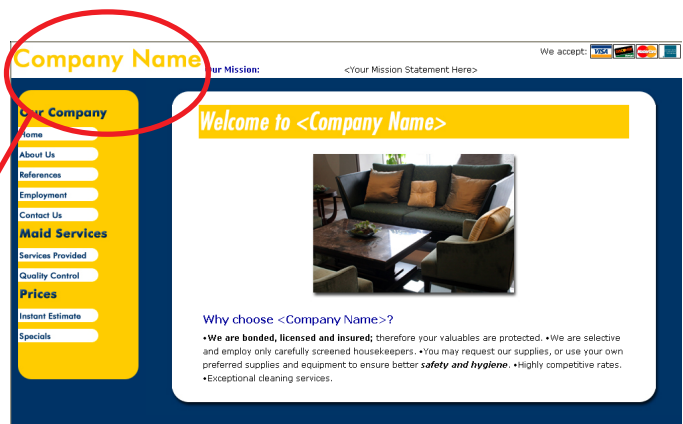
Do you wish us to include your company logo on the site? Yes ___ No ___

Your Logo will appear in the top left-hand corner of all pages of the site (except the room service pages), as in the example on the right:

If you would like us to include your logo, you

must e-mail the logo to:

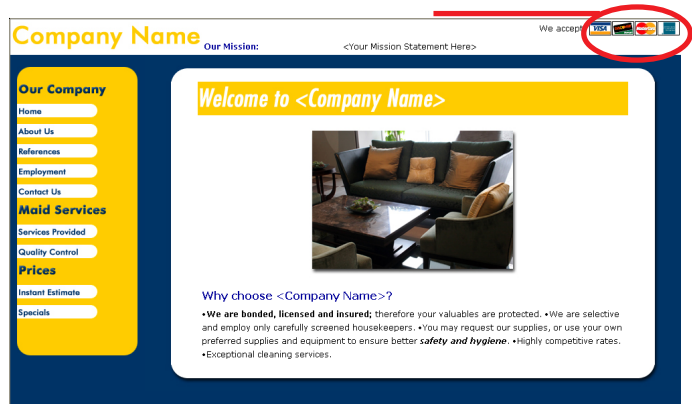
sarah@thoughtfulsystems.com



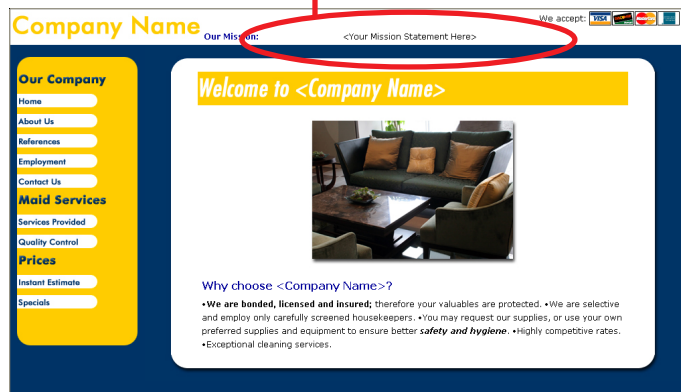
Please check the credit card logos you wish to be displayed on all pages:

VISA ___ MC ___

AMEX ___ DISC ___



Please write your Mission Statement you wish to be displayed at the top of each page of the site:



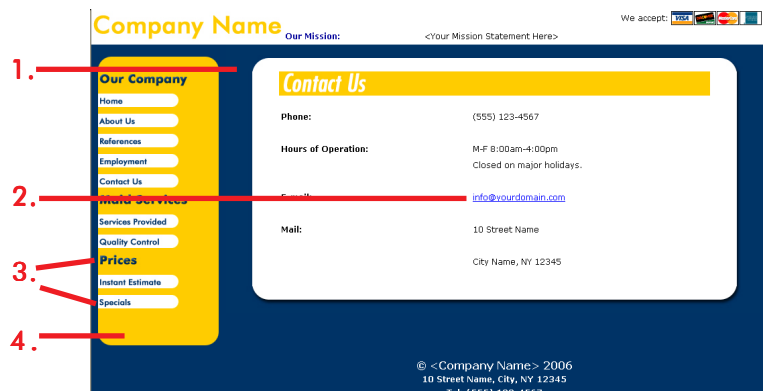
Color Selections

Please use the color chart located on our website at:

http://www.thoughtfulsystems.com/web_design_color_chart.asp

to reference colors.

1. Background Color: _____
2. Link Color: _____
3. Heading Color: _____
4. Side bar Color: _____



4. Home Page Text

Current Text:

Why choose <Company Name>?

- **We are bonded, licensed and insured;** therefore your valuables are protected.
- We are selective and employ only carefully screened housekeepers.
- You may request our supplies, or use your own preferred supplies and equipment to ensure better **safety and hygiene.**
- Highly competitive rates.
- Exceptional cleaning services.

Your requested modifications:

5. About Us Page Text.

Current text:

<Company Name> provides quality residential and commercial cleaning services. We are a locally owned and operated company, has built a great reputation in the community through recommendation and referral by the many happy customers that have already experienced <Company Name> 's professional services. <Company Name> prides itself on its commitment to customer satisfaction. Your satisfaction is our top priority! Our promises to you are a sparkling clean home and your satisfaction, so we invite you to try us for yourself and experience the difference! If you are not satisfied with the services rendered, or if you need to address a concern, please notify our office within 24 hours of the service date.

Your Requested Additions/Modifications:

6. References.

You can enter testimonials from your customers that are satisfied with your cleaning services.

Please provide your testimonials below.

Your Requested Additions/Modifications:

7. Contact Us Page

Mail:

Phone:

Fax:

E-mail:

8. Services Provided Page Text

Current Text:

Bedroom Cleaning Services

- Change beddings and linens.
- Polish furniture.
- Dust Ceiling Fans, Baseboard, Window Sills.
- Remove cobwebs.
- Vacuum floors.

Your Requested Additions/Modifications:

Bathroom Cleaning Service

- Clean and disinfect tub, shower, toilet, sink, soap dish, and toothbrush holder.
- Polish mirrors and fixtures.
- Emptied wastebaskets.
- Sweep and wash floors.

Your Requested Additions/Modifications:

Kitchen Cleaning Services

- Clean sink.
- Polish fixtures.
- Clean stove-top and burners.
- Wipe down countertops, exterior cabinets and appliances.
- Clean microwave inside/out.
- Emptied wastebaskets.
- Sweep and mop floors.
- Clean exterior of refrigerator.

Your Requested Additions/Modifications:

Livingroom Cleaning Services

- Clean all glass surfaces and mirrors.
- Dust Ceiling Fans, Baseboard, Window Sills.
- Polish furniture.
- Remove cobwebs.
- Vacuum/scrub floors.
- Dust lamps, vents, pictures and tables.

Your Requested Additions/Modifications:

Optional Cleaning

- Inside oven and refrigerator.
- Baseboards.
- Patio.
- Fireplace.
- Walls.
- Basement.
- Move in/out.
- Windows (if accessible).
- Organize garage, cupboards, drawers and closets.
- Home office cleaning.

Your Requested Additions/Modifications:

Frequency of Service

Most of our clients use the service Weekly, BI-Weekly or Monthly: One time and Occasional service are also available

Your Requested Additions/Modifications:

Payments

We accept debit and major credit cards. All payments are handled through the office at time of scheduling and are charged once service is rendered.

Your Requested Additions/Modifications:

Cancellation Policy

If you wish regular service, you will be scheduled indefinitely in advance in order to reserve your day. However, if you need to postpone or cancel service, please notify our office at least 2 BUSINESS DAYS in advance.

Your Requested Additions/Modifications:

9. Specials Page Text

Current text:

Save \$50!

Order 5 regular services and receive \$10.00 off per service.

Your Requested Additions/Modifications:

Get a FREE Cleaning!

Schedule 10 visits online to receive the 11th CLEANING FREE!

(This offer not valid with any coupons, online offers or discounts.)

Your Requested Additions/Modifications:

Referral Program

Refer a new customer to **<Company Name>** and receive \$50 off of a bi-weekly cleaning. Referral is redeemable after 30 days.

Your Requested Additions/Modifications:

10. Order Instructions

Name: _____

Business Name: _____

Address: _____

Card to be used for the \$400 fee:

Card Type: VISA MC AMEX DISC

Credit Card #: _____

Expiration: ____/____

CCV# _____

If you require us to negotiate with another hosting company or domain registration company to arrange a transfer, there is an additional charge of \$50. Transferring Required? ___Yes ___No

Would you like an **Initial SEO Consultation for \$200?** ___Yes ___No

Initial SEO Consultation includes:

- Submission of your site to free search engines.
- Optimization of your site's content for 3 keywords you provide to us.
- Review and assistance of your keywords and competition.

Card to be used for the \$10/year domain registration fee (if necessary):

___ Same as for Site Fee

or

Card Type: VISA MC AMEX DISC

Credit Card #: _____

Expiration: ___/___

CCV# _____

Card to be used for the \$5/month Godaddy hosting fee (if necessary):

___ Same as for Site Fee

or

Card Type: VISA MC AMEX DISC

Credit Card #: _____

Expiration: ___/___

CCV# _____

I, _____, certify that the above card is registered to me, and I acknowledge and consent for the merchant, Thoughtful Systems, Inc., to charge the amounts detailed above for the services and products specified in this form.

Signed: _____ Date: _____

Please fax form to: (347) 987-3927

to complete your order.

Questions? Contact Thoughtful Systems at:

800-759-2532 (Toll Free)

1-718-369-0608 (USA)