

Template 3

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 message you wish to be displayed at the top of each page of the site:

Current Message: Professional Home & Office Cleaning Solutions

Change to:



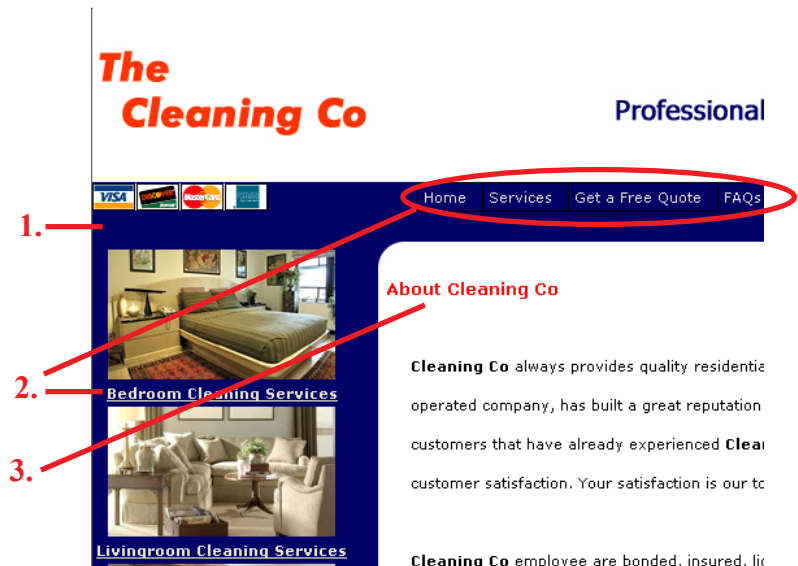
Color Selections

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: _____



- Vacuum and clean wood stairs.
- Dust window sills.
- Change bed sheets and bath towels.
- Dust light fixtures.

Your Requested Additions/Modifications:

Livingroom Cleaning Services

- Deodorize rooms.
- Clean interior/exterior of main slider.
- Vacuum all carpeted/rug areas.
- Sweep and mop floors and hard surfaces.
- Vacuum family room furniture.
- Dust baseboards.
- Dust/polish furniture.
- Lightly dust blinds.
- Remove cobwebs.
- Vacuum and clean wood stairs.
- Dust window sills.
- Change bed sheets and bath towels.
- Dust light fixtures.

Your Requested Additions/Modifications:

Kitchen Cleaning Services

- Clean all counter tops.
- Clean outside of refrigerator.
- Clean outside of dishwasher.
- Clean stovetop and drip pans.
- Wipe off small appliances.
- Dust/polish outside of cabinets.
- Dust baseboards.
- Empty trash.
- Clean sink & faucets.
- Wipe off table and chairs.
- Clean outside of oven.
- Sweep and mop floor.
- Clean inside/outside of microwave.

Bathroom Cleaning Services

- Clean/disinfect shower and tub surroundings.
- Clean/disinfect interior/exterior toilet.
- Clean disinfect counter/sink.

- Clean mirrors.
- Sweep, mop, disinfect floors.
- Empty trash.
- Clean soap dishes.
- Fold towels.
- General tidying.
- Dust light fixtures.

6. Office Cleaning Text

Current Text:

General Office Area

- Clean interior/exterior front door.
- Vacuum all carpeted areas.
- Vacuum and mop floor/hard surfaces.
- Dust/polish furniture.
- Remove cobwebs.
- Lightly dust blinds.
- Dust window sills.
- Dust baseboards.
- Dust light fixtures.
- Vacuum and clean hard surface stairs.

Your Requested Additions/Modifications:

Office Kitchen Cleaning

- Clean all countertops.
- Wipe off outside cabinets.
- Clean outside of refrigerator.
- Empty trash.
- Clean outside of dishwasher.
- Wipe off table and chairs.
- Wipe off coffee maker & toaster.
- Sweep and mop floor.
- Clean sink and faucets.
- Replace paper towels.
- Clean inside/outside of microwave.

Your Requested Additions/Modifications:

7. Frequently Asked Questions Text

Current Text:

Does <Company Name> offer Satisfaction Guaranteed?

Yes! <Company Name> believes in its motto: "We clean it the way you like!" That means you get the best cleaning every time, satisfaction guaranteed! <Company Name> offers this guarantee because we are confident you will be more than satisfied with our services. If, however, you are not satisfied with your cleaning service we will be happy to do a re-clean free of charge.

Who will be in my home?

We normally work in teams of two, but occasionally our teams include more. We assign the same team to your home every time so you can get to know the people cleaning your home. All our cleaners are uniformed, friendly and fully trained in professional cleaning services.

Are you insured?

<Company Name>'s staff always take the utmost care with your belongings, but it's good to know that you are protected against any loss and/or breakage that may occur. We are fully insured, bonded and licensed. A copy of our certificate is available upon request.

What time will you be cleaning my home?

Our regular hours of operation are Monday through Friday 8 a.m. to 5 p.m. You will be scheduled during these times. Occasionally, we schedule Saturday cleaning services if the job demands more than normal house cleaning.

How will I know when to expect my cleaning?

We keep our cleaning schedule simple. If you are a regular customer we will schedule you the same specific day and approximate time for each cleaning. Monthly customers will receive a cleaning service calendar that shows their cleanings for the month.

Do I need to be home when the cleaners arrive?

It is not necessary for you to be home when we arrive. In fact, most of our customers prefer to provide us with a copy of their home key, entry code or use a lockbox. If your residence is an apartment you can authorize entry by notifying the office or landlord of your property. If you choose to entrust <Company Name> with your house key you can rest assured it is safeguarded in our secure lockbox.

Who will provide cleaning product & equipments?

<Company Name> provides all cleaning equipment and products. All products are fully tested so you can be sure your home will be cleaned safely and effectively. In addition to this, <Company Name> cleaning procedures are in full compliance with OSHA regulations.

7. Contact Us Page

Mail:

Phone:

Fax:

E-mail:

8. Order Instructions

Name:

Business Name:

Address:

Card to be used for the \$350 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:

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) 312-6216
to complete your order.**