

Accounting Department

Thank you for choosing us to service your facility.
Below is our accounting department information and the information needed by our accounting department to start your service.

Company Information			
Mailing Address		Telephone	
		Fax	
Federal Tax ID			
Duns Number			
NAICS			
Smart Janitorial Accounting Information			
Accounting Contact:	Accounts Payable	Email:	
Phone:		Fax:	
Customer Business Information			
Company Name:		DBA:	
Address:			
City:		Zip:	
Alarm Code:		Job Name:	
P.O. Number:		Net:	
Emergency Contact:		Phone Number:	
Customer Accounting Contact Information			
Accounting Department Contact	Name:	Phone:	
	Email:		
Invoicing Details Information			
A monthly invoice will be submitted on the 1-st -3rd for duties performed in the same month.			
Customers agrees to make a payment within ___ days of an invoice (net ___)			
Please make all checks payable to: _____			
Notice: Bounced checks will have a \$_____ service charge per occurrence			
I would like to receive Invoices by:	<input type="checkbox"/> Mail <input type="checkbox"/> Email	*Note*: Please only choose one option	

To sign up for Credit Card Auto Pay, please fill out this page

Credit Card Payment Authorization Form

Sign and complete this form to authorize _____ to make a Recurring debit to your credit card listed below recurring each month whole service is established. .

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a onetime transaction and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize _____ to charge my credit card account indicated below for the provided cleaning services.

****NOTE**:** By selecting this option your card will be ran on the 1st of each month for the current open invoice

Account Type:	Visa	Mastercard	Amex	Discover
Cardholder Name:				
Address:				
City:	State:	Zip Code		
Card Number:				
Expiration Date:	CVV2 (3 digit number on back), 4 digits on front of AMEX):			

Signature:

Date:

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only. I certify that I am an authorizes user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this form.

Paper Product Enrollment

Thank You for choosing _____ to service your facility.
 _____ is partnered with wholesale paper product companies throughout
 _____ over the past ___ years. By purchasing products in bulk, we are able to offer
 great pricing and keeping your cleaning and product delivery all under one roof.

I would like to receive paper products: Yes No

Paper Product Pricing (Per Case)

Count	Count	Cost (Taxes Included)
Toilet Paper		
Premium Toilet Paper	1 Case (96 Rolls)	\$50.00
Jumbo Toilet Paper Rolls	1 Case (12 Rolls)	\$44.00
Coreless Toilet Paper	1 Case (36 Rolls)	\$45.00
Hand Towels		
Trifold Hand Towel	1 Case (4000 Count)	\$29.00
En Motion Hand Towels 700 ft	1 Case (6 Count)	\$60.00
Hardwood Paper Towel 600 ft	1 Case (12 Count)	\$45.00
Kitchen Towel Rolls	1 Case (30 Count)	\$39.00
Center Pull Towel Rolls	1 Case (6 Count)	\$38.00
Bags		
10 Gallon Trash Bags	1 Case (1,000 Bags)	\$23.00
33 Gallon Trash Bags	1 Case (250 Bags)	\$32.00
10 Gallon Black Trash Bags	1 Case (1000 Bags)	\$45.00
33 Gallon Black Trash Bags	1 Case (200 Bags)	\$36.00
45 Gallon Black Trash Bags	1 Case (200 Bags)	\$48.00
Feminine Bags	1 Case (500 Bags)	\$29.00
Soaps & Detergent & Sanitizer		
Antibacterial Hand Soap	1 Case (4 Gallons)	\$50.00
One Shot Foam Dispenser	1 Case (4 Count)	\$62.00
Dish Detergent	1 Case (4 Gallons)	\$30.00
Hand Sanitizer	1 Five Liter bottle (1.3 Gallons)	\$10.00
Mini Bottle Pump Hand Sanitizer	500 mL (Case of 6)	\$30.00
Bleach	1 Case (6 Gallons)	\$29.00
Miscellaneous Items		
Toilet Seat Covers	1 Case (5000 Count)	\$45.00
Urinal Screens	10 Count	\$29.00
Drain Cleaner	1 Case (4 Gallons)	\$95.00
Heavy Duty Drain Cleaner (Bingo)	1 Case (4 Gallons)	\$150.00