CUSTOMER MOVING FORWARD

Good Afternoon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

That's great to hear. I will get the paperwork put together on my end needed to get started and send it over to you shortly. Did you know how many days a week you were interested in having service? Please let me know and I can get with scheduling to get your service set up.

Thank you,

Contract Email for signature software

Good Afternoon,

I’m \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I will be assisting you with the onboarding process.  You can expect to receive documents through PandaDoc shortly; it’s a quick and convenient E-signature. The Completed paperwork is required in order to move forward with our janitorial services. Once I get these back, I will get them processed and set up an initial walk through with yourself and our operations manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will also get with scheduling and set up the cleaning crews regular scheduled cleanings for \_\_(DAY)\_\_\_\_\_and\_\_\_(TIME)\_\_\_\_\_\_\_\_\_.

Please let me know if you have any questions. Thank You, we look forward to working with you and your team.

Thank you,

CONTRACT EMAIL FOR PAPER ATTACHED IN EMAIL

Good Afternoon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I will be assisting you with the onboarding process.

I wanted to get the paperwork over needed for our team to get started on cleaning your facility. I have attached 2 documents above (Agreement and Accounting Information). Once I get these back, I will get them processed and set up an initial walk through with yourself and our operations manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will also get with scheduling and set up the cleaning crews regular scheduled cleanings for \_\_(DAY)\_\_\_\_\_and\_\_\_(TIME)\_\_\_\_\_\_\_\_\_.

Feel free to contact me with any questions you may have. Please fill these out and send them back at your earliest convenience.

Thank You, we look forward to working with you and your team.

Received Paper work

Good Afternoon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for the paperwork. I will go ahead and get this processed on my end. I have you all set up to start on \_\_\_\_\_\_, the \_\_\_\_\_\_ at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I would like to schedule a quick walk through with both our account manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and our operations manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This will ensure the crew has all the details needed to get started. Typically this only takes 20-30 minutes. I can get the key copy and go over the scope of work for your property. I currently have \_\_\_\_\_\_at\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ available. Please let me know what day and time works best with your schedule.

Thank you,