Cleaning Services Contract

1. Parties and recitals

1.1 Parties. This Cleaning Services Contract (the "Contract") is made on **[Date the contract is signed: _____]** (the "Contract Date") between **[Contractor's legal name: _____]**, [Contractor's business form: _____] (the "Contractor"), and **[Client's legal name: _____]**, [Client's legal form: _____] (the "Client"). Each is a "Party" and together they are the "Parties".

1.2 Contractor details. The Contractor's place of business is [Contractor's business address: _____]. Its telephone number is [Contractor's phone: _____] and its email address is [Contractor's email: _____].

1.3 Client details. The Client's mailing address is [Client's mailing address: _____]. Its telephone number is [Client's phone: _____] and its email address is [Client's email: _____]. If more than one person signs as the Client, each is responsible for all of the Client's obligations.

1.4 Premises. The Contractor will clean the premises at **[Address to be cleaned: _____]**, described as [Description of the premises: _____] (the "Premises").

1.5 Recitals. The Client [Client's right to the premises: _____] the Premises and wants them cleaned. The Contractor operates a cleaning business and has the staff, skill and equipment for the Services. The Parties sign this Contract to record the work, the price and the rules for access, safety and liability.

1.6 Authority. Each person who signs for an organization confirms authority to bind it. If the Client is a tenant or a manager, the Client confirms that its lease or management agreement allows it to order the Services and to give the Contractor access.

2. Definitions

2.1 Defined terms. In this Contract:

"Business Day" means any calendar day except Sunday or a federal holiday. Saturday counts.**"Change Order"** means a written change to the Services that both Parties approve under Section 7.**"Chemicals"** means cleaners, disinfectants, solvents, floor finishes and other products that can be hazardous in use. **"Consumer Client"** means an individual who buys the Services mainly for personal, family or household purposes.**"Fees"** means the amounts in Schedule B, as changed under this Contract.**"Law"** means each federal, state and local statute, regulation, ordinance and order that applies to a Party, the Premises or the Services, as amended.**"Personnel"** means the Contractor's employees and, where this Contract allows them, its subcontractors and their employees.**"Premises State"** means the state in which the Premises are located.**"Services"** means the tasks in Schedule A, together with extra work ordered under Section 7.**"Service Window"** means the days and hours in Section 6.**"Visit"** means one attendance by Personnel at the Premises to perform the Services.

2.2 Reading. "Day" alone means a calendar day. Headings are for convenience. "Including" means "including without limitation". "Written" includes email where Section 37 allows it. A reference to a

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statute includes its later amendments.

2.3 Mandatory law first. If the Law gives a Party, a worker or a consumer a right that cannot be waived, that right applies even if a term of this Contract says less.

3. Type of client and state rider

3.1 Type of client. The Client is **[Type of client: _____]**. A "Residential Client" orders cleaning of a private home. A "Commercial Client" orders cleaning of an office, shop, common area or other place that is not a private home. Terms that name only one type apply only to that type.

3.2 State rider. The rules in this Section apply only where the Premises are in the place named and the stated conditions are met. They control over any other term of this Contract.

3.3 California, commercial work. If the Law requires the Contractor to register as a janitorial employer, the Contractor states that its registration is valid on the Contract Date, that its number is [California janitorial registration number: _____] and that it will renew the registration each year. Section 14 applies. A business that cleans only residential dwellings writes "not required" in place of the number. Sections 14.7 to 14.9 apply to the funding and the written details of a California janitorial contract.

3.4 Washington, private homes. For services on and after July 1, 2027, if RCW chapter 49.96 covers a person who cleans in the home, the hiring entity under that law will (a) state the terms of the services and the rate of pay in a written agreement in a language or languages that the worker and the hiring entity understand, and include, where applicable or otherwise provided, work schedules, the rate of pay for additional duties, payroll deductions, transportation costs and benefits, severance benefits, health insurance coverage and costs, fees and costs for the worker associated with expectations for the work, and sick, vacation, personal and holiday leave benefits; (b) give the worker a copy and the disclosure of rights specified in RCW 49.96.040; (c) give the termination notice, or pay the severance, that RCW 49.96.030 requires, subject to its exceptions; and (d) create and keep records of hours worked, rate of pay and, if applicable, leave earned and used.

3.5 Philadelphia, private homes. If the Philadelphia Domestic Workers Bill of Rights covers a person who cleans in the home, the responsible employer will give that person the written contract the ordinance requires, in English and in the person's preferred language.

3.6 Seattle, private homes. If Seattle's Domestic Workers Ordinance covers a person who cleans in the home, whether employee or independent contractor, the hiring entity will meet the minimum wage, meal period and rest break rules of that ordinance. For services on and after July 1, 2027, the hiring entity will also give the written agreement and meet the other rules that the amended ordinance requires.

3.7 Other local terms. [Extra state or city terms: _____]

4. Scope of services

4.1 Services. The Contractor will perform the tasks in Schedule A, in the areas and at the frequency stated there. In summary: **[Summary of services: _____]**.

4.2 Work included. Each task includes the labor, supervision and ordinary cleanup a competent cleaning business uses to finish it. Schedule A states the finished result where the Parties want a measurable one.

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4.3 Type of cleaning. "Routine cleaning" means the recurring tasks in Schedule A. "Deep cleaning" means an initial or periodic detailed clean. "Specialized cleaning" means carpet extraction, floor stripping and waxing, exterior windows, construction cleanup and similar work. The Contractor performs deep or specialized cleaning only if Schedule A or a Change Order lists it.

4.4 First visit. Before or during the first Visit, the Parties walk the Premises together or exchange dated photographs. They record existing stains, damage, worn finishes and fragile items in Schedule A.

4.5 Order of work on limited time. If Schedule B sets a fixed number of hours, the Contractor follows the priority order in Schedule A and stops at the limit. It tells the Client which listed tasks it did not reach.

5. Excluded tasks and hazardous conditions

5.1 Excluded tasks. The Services do not include [Excluded tasks: _____]. Unless Schedule A lists them, the Services also do not include work above [Maximum working height: _____], moving furniture heavier than one person can safely move, pest control, mold remediation, asbestos or lead work, exterior work, repair of plumbing or wiring, laundry, and care of children, adults or animals.

5.2 Blood and bodily fluids. Personnel will not clean blood, needles, human waste or other potentially infectious material unless Schedule A lists that work. If work can reasonably be expected to expose Personnel to such material, the Contractor will meet the OSHA bloodborne pathogens standard, 29 C.F.R. § 1910.1030, before that work starts. The Client will tell the Contractor of any such condition it knows about.

5.3 Hazardous conditions. The Contractor may stop or refuse a task if it reasonably finds a danger to people or property, such as exposed wiring, suspected asbestos, active leaks, aggressive animals, unsecured weapons, pests, or a threat or harassment. It will leave the area safe, tell the Client the same day and give the reason in writing on request.

5.4 Effect of a stop. The Contractor will do the safe part of the Visit and bill only for time or tasks it completed. If the Client caused the condition or knew of it and did not disclose it, the Contractor may bill the Visit as a late cancellation under Section 21. The Client will correct the condition before the affected work resumes.

5.5 No inspection duty. The Contractor is not a building inspector. It will report hazards it notices, but it does not promise to find hidden defects.

6. Schedule, service windows and holidays

6.1 Frequency and hours. Visits take place **[How often: _____]**, on [Service days: _____], between [Service hours: _____] (the "Service Window"). The first Visit is on [First visit date: _____].

6.2 Arrival. The Contractor will arrive within [Arrival window: _____] of the planned start. If it expects to be later, it will tell the Client as soon as it knows and offer either a shortened Visit at a reduced Fee or a new time.

6.3 Holidays. The Contractor does not work on [Holidays with no service: _____] unless the Parties agree. A recurring Visit that falls on such a day moves to the next available working day, or is

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skipped and not charged, as the Client chooses.

6.4 Missed visits. If the Contractor misses a Visit for a reason within its control, the Client may choose a replacement Visit within [Days for a replacement visit: _____] days or a credit for the full Fee of that Visit. Three missed Visits in any 60 days are a material breach.

6.5 Closures. A Commercial Client will give at least 7 days' notice of a planned closure. No Fee is due for Visits cancelled with that notice, unless Schedule B states a monthly Fee that already allows for closures.

7. Extra work and change orders

7.1 Change Orders. Either Party may ask for a change to the tasks, areas, frequency or Service Window. A Change Order states the change, its effect on the Fees, the start date, and whether it applies once or until further notice.

7.2 Approval. A change is effective when both Parties sign it or confirm it by email. The Contractor need not perform, and the Client need not pay for, extra work that is not approved in this way.

7.3 Urgent work. If the Client asks on site for small extra work that cannot wait, the Contractor may do up to [Limit for urgent extra work: _____] of work at the Schedule B extra rate after a text message or email from the Client. It records the time and the task on the next invoice.

7.4 Condition differs from the description. If the Premises are substantially larger, dirtier or differently finished than described, the Contractor will explain the difference with photographs and propose a Change Order before it continues the affected part.

7.5 Legal checks. Before a change that extends, renews or modifies commercial janitorial work in California, the Parties repeat the registration check in Section 14. Where the Law gives a new right to cancel, the Contractor gives the required forms again.

8. Supplies, equipment and consumables

8.1 Who provides. The Contractor provides [Items the contractor provides: _____]. The Client provides [Items the client provides: _____]. The cost of Contractor items is included in the Fees unless Schedule B lists a charge.

8.2 Consumables. Paper goods, hand soap, trash liners and similar items used by occupants are consumables. [Party that supplies consumables: _____] supplies them. If the Contractor buys them for the Client, it bills [Price basis for consumables: _____] and shows receipts on request.

8.3 Suitable products. The Contractor will choose products and methods suited to each surface and follow the manufacturer's instructions. The Client will identify natural stone, unsealed wood, specialty finishes and surfaces with special care instructions before the first Visit.

8.4 Disinfectants. The Contractor will use a registered disinfectant only as its label directs, including dilution, surface, contact time and ventilation. A request from the Client does not allow a use that conflicts with the label. The Contractor makes no claim that the Services prevent illness.

8.5 Client products. If the Client asks for a product of its own, it will supply it in its original labeled

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container with any safety data sheet. The Contractor may refuse a product that it reasonably believes is unsafe. The Client is responsible for damage caused by the product itself when it is used as the label and the Client direct.

8.6 Equipment. The Contractor keeps its equipment safe and in good repair, with guards and grounded plugs in place. Equipment left at the Premises remains the property of its owner and stays in [Equipment storage area: _____].

9. Chemical safety

9.1 Hazard communication. Each Party that is an employer will meet the OSHA hazard communication standard, 29 C.F.R. § 1910.1200, for its own employees.

9.2 Safety data sheets. The Contractor will have in the workplace a safety data sheet for each hazardous Chemical that its Personnel use. It will give Personnel access during each shift and give the Client a list of those Chemicals before the first Visit and after each addition.

9.3 Exchange of information. Where the employees of one Party may be exposed to the other Party's Chemicals, the Parties will tell each other, before work starts, (a) how to get on-site access to the safety data sheets, at [Where safety data sheets are kept: _____]; (b) the precautions needed in normal use and in foreseeable emergencies; and (c) the labeling system used at the Premises.

9.4 Training. The Contractor will train its employees on the hazardous Chemicals in their work area at first assignment and when a new chemical hazard is introduced. The training covers labels, safety data sheets, protective equipment, spills and first aid.

9.5 Labels and mixing. The Contractor will label each workplace container of a hazardous Chemical as the standard requires. A portable container that a worker fills may be unlabeled only for that worker's own immediate use. Personnel will not mix products unless the labels allow it and will never combine bleach with ammonia or acid.

9.6 Corrosives. If Personnel may have their eyes or body exposed to injurious corrosive material, the Parties will make sure that suitable quick drenching or flushing facilities are available in the work area for immediate use. The facilities at the Premises are: [Eye and body flushing facilities: _____]. If there are none, the Contractor will use no such material until they are in place.

9.7 Spills. The Contractor will contain a spill it causes, keep people away, clean it with suitable means, tell the Client at once and report to an agency where the Law requires.

10. Client duties and site condition

10.1 Safe access and utilities. For each Visit the Client will provide safe access, lighting, hot and cold water, electricity, a place to dispose of waste and, where Schedule A lists one, secure storage.

10.2 Preparation. The Client will put away cash, jewelry, medication, weapons, confidential papers and irreplaceable items. It will clear personal items from the surfaces to be cleaned, unless Schedule A includes tidying.

10.3 Disclosure. Before the first Visit the Client will tell the Contractor of known hazards, recent pest treatment, infectious conditions that call for precautions, fragile surfaces, defective fixtures and alarm systems. Disclosures: [Known hazards and fragile surfaces: _____].

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10.4 Children and animals. A Residential Client will keep children away from wet floors and Chemicals and will secure animals that may bite, escape or be harmed. Animals at the Premises: [Animals at the premises: _____].

10.5 Wet floors. The Contractor will mark wet floors, use signs in places open to the public and leave floors as dry as is reasonably possible. The Client will keep occupants off marked areas. Each Party that is an employer keeps its own duty to keep workroom floors clean and, as far as feasible, dry.

10.6 Respect. The Client will treat Personnel with respect, keep the Premises free from unlawful discrimination and harassment, allow reasonable use of a restroom and give no instruction that breaks the Law.

11. Access, keys, alarms and security

11.1 Method. The Client gives access by [Method of access: _____]. The Contractor will use it only to perform the Services.

11.2 Keys and codes. The Contractor will log each key, card, fob and code it receives, limit it to assigned Personnel, not mark a key with the address, not copy it without written approval and not share a code in an open channel.

11.3 Loss. The Contractor will tell the Client within [Hours to report a lost key: _____] hours after it learns that a key, card or code is lost or disclosed. If the loss results from the Contractor's negligence, it will pay the reasonable cost to replace or rekey the affected locks and devices.

11.4 Alarm. The Client will provide current alarm instructions. The Contractor will disarm and rearm the system as instructed. Each Party pays false alarm charges caused by its own error.

11.5 Closing. At the end of a Visit, Personnel will turn off equipment, close the windows and doors they opened, lock the Premises and report anything unusual.

11.6 Cameras. The Client may use lawful visible security cameras outside restrooms and changing areas. It will tell the Contractor of indoor recording devices: [Indoor recording devices: _____]. It will follow the Law on audio recording and consent.

11.7 No guests. Personnel will bring no guest, child or animal to the Premises and will not open drawers, files, mail or devices unless Schedule A requires it.

12. Personnel, screening and supervision

12.1 Staff. The Contractor will assign enough trained Personnel who can perform the Services safely. It decides who works, how many work and in what order, subject to access rules that apply to everyone at the Premises.

12.2 Screening. Before a person first works alone at the Premises, the Contractor will complete: [Screening before work: _____]. It will get each consent and give each notice that background check and fair chance laws require, and will not exclude a person on a ground the Law forbids.

12.3 Work authorization. The Contractor will verify the identity and work authorization of its employees as federal law requires and will use no one it knows is not authorized to work. The Client will

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not use this Contract to obtain labor it knows is unauthorized. Neither Party will apply these checks in a discriminatory way.

12.4 Wages and safety. The Contractor is responsible for the wages, overtime, breaks, leave, taxes, workers' compensation, training and protective equipment that the Law requires for its employees.

12.5 Replacement. The Client may ask in writing for a replacement for a lawful reason that relates to the work, conduct or security. The Contractor will look into it and, where reasonable, assign another person within [Days to replace staff: _____] days. The Client will make no request based on a protected characteristic.

12.6 Supervisor. The Contractor's contact for supervision is [Contractor's supervisor contact: _____]. The Client gives work requests to that contact and leaves the direction of Personnel to the Contractor.

13. Independent contractor status

13.1 Intent. The Parties intend the Contractor to be an independent business and not the Client's employee, partner, agent or joint venturer. The Contractor controls the manner and means of the work, provides its own business resources and may serve other clients.

13.2 Facts control. This label does not decide status. If the Law treats a person as the Client's employee, the Client will meet the employer's legal duties and no term of this Contract waives that person's rights.

13.3 Residential Clients. If the Contractor is an individual, the Client will not control how the work is done. If the Client takes the right to control both what work is done and how it is done, the Parties understand that the individual may be a household employee. They will then review wages, payroll tax and insurance before the next Visit.

13.4 State tests. The Parties have considered the test in the Premises State. In a state that uses an ABC test, such as California or New Jersey, the Parties will not rely on independent contractor status unless the facts meet every part of the test or a legal exemption applies.

13.5 No benefits. Personnel of the Contractor take part in no benefit plan of the Client, except as the Law requires. The Contractor may not bind the Client.

13.6 Individual contractor protections. If a freelance worker law covers the Contractor, this Contract is the written contract, Schedule A states the work, Schedule B states the pay and Section 17 states the pay date. The hiring Party will add every other item that law requires in [Extra state or city terms: _____] and will not delay payment beyond the date that law allows.

14. Registration, licenses and legal compliance

14.1 Licenses. The Contractor holds and will keep current each license, registration, tax account and bond the Law requires for the Services. Its details are: [License and tax registration details: _____]. It will send copies within 3 Business Days after a request.

14.2 California registration. If registration as a janitorial employer is required, the Client will check the online registry of the Labor Commissioner when the Parties sign, renew, extend or modify this Contract. The Parties will not complete any of those steps while the required registration is missing or expired. The Contractor will tell the Client within 2 Business Days if its registration lapses.

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14.3 Subcontracts. The Contractor will make the same check of a subcontractor that needs registration and will give the Client the subcontractor's number.

14.4 General compliance. Each Party will follow the Law that applies to its duties. The Contractor will follow the Law on labor, safety, waste, disinfectants and tax. The Client remains responsible for the condition of the building and for the duties of an owner, occupier or employer.

14.5 Records. The Contractor will keep records of Visits, staff on site, incidents and invoices for at least [Years records are kept: _____] years, or longer if the Law requires. Section 14.9 sets a longer period for a California contract. On reasonable notice it will show a Commercial Client the records needed to check compliance, without private data that the Client has no right to see.

14.6 Notice of claims. Each Party will promptly tell the other of an agency inspection, citation or claim that concerns the Services, as far as the Law allows.

14.7 California funding. If California Labor Code section 2810 applies, the Parties confirm that the Fees include funds sufficient to allow the Contractor to comply with all local, state and federal laws and regulations governing the labor and the Services. If either Party learns that the Fees are not sufficient, it will tell the other and the Parties will correct the Fees by Change Order. This Section does not apply to work at a Client's home residence if a family member resides there for at least part of the year, or to a Client that has signed a collective bargaining agreement covering the workers.

14.8 California contract details. A Commercial Client that wants the presumption of compliance in section 2810 will complete every detail below with the Contractor, in this one document, before signing. Section 1 gives the name, address and telephone number of each Party. Schedule A describes the Services.
Services start and completion dates: [California: service start and completion dates: _____]
Contractor's employer identification number for state tax: [California: contractor's state employer number: _____]
Workers' compensation policy number, and carrier's name, address and telephone number: [California: workers' compensation policy and carrier: _____]
Contractor's vehicles used for transportation: vehicle identification numbers, liability policy number, and carrier's name, address and telephone number: [California: vehicles and vehicle insurance: _____]
Address of any real property used to house workers: [California: worker housing address: _____]
Total number of workers, total wages and pay dates: [California: workers, total wages and pay dates: _____]
Commission or other payment to the Contractor: [California: payment to the contractor: _____]
Total number of independent contractors and their required local, state and federal license numbers: [California: independent contractors and licenses: _____]
The Contractor will attach copies of its agreements with those independent contractors. The Parties' signatures and the date complete these details. If the worker, wage or independent contractor figures are unknown at signing, the Parties will state their best estimate, label it as one, and record the true figures in writing once known.

14.9 California changes and copies. A material change to a contract completed under Section 14.8 must be in writing, in a single document, and contain each listed detail that the change affects. Each Party will

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keep a copy of the Contract and each change for at least four years after this Contract ends.

15. Change of contractor and worker retention

15.1 Check before a change. Before the Contractor takes over from another provider, and before the Client replaces the Contractor, the Parties will check whether a worker retention or displaced worker law applies. California, Connecticut, New Jersey and New York City are examples, with their own thresholds, start dates and exceptions. Other places may have such laws.

15.2 Information. Each Party that must supply a worker list, notice or posting will supply it on time and in the form that law requires. The other Party will cooperate and keep personal data secure.

15.3 Retention. A covered successor will offer work to, and keep, eligible workers for the period required, 90 days under the New York City law, 60 days under the New Jersey law, 60 days under the California Displaced Janitor Opportunity Act and at least 90 days under the Connecticut law signed in 2026 once it is in force, unless an exception applies. The successor will also make any offer of continued employment that the law requires after satisfactory performance in that period.

15.4 Cost. The Fees in Schedule B take the known incumbent workers and their legal terms into account. If required information given by the Client was wrong, the Parties will adjust the Fees by Change Order to reflect the real legal cost.

15.5 No evasion. The Parties will not change the size, timing or form of this Contract to avoid a retention law. Section 29 does not prevent a hire that such a law requires.

16. Quality standard, inspection and re-cleaning

16.1 Standard. The Contractor will perform the Services with reasonable care and skill, in a professional manner, and to the results in Schedule A. It does not promise to remove permanent stains, wear, odor with a hidden source, or damage that existed before the Visit.

16.2 Inspection. The Client may inspect after each Visit. For recurring commercial work the Parties will walk the Premises every [Inspection interval: _____] and record scores, defects and actions.

16.3 Notice of a defect. The Client will tell the Contractor about unsatisfactory work within [Hours to report a defect: _____] hours after the Visit, with photographs if possible. A hidden defect may be reported within a reasonable time after the Client finds it. Late notice reduces a remedy only to the extent that the delay made the work impossible to check or correct.

16.4 Re-cleaning. The Contractor will re-clean the affected area at no charge within [Business days to re-clean: _____] Business Days after notice. The Client will give access and leave the area substantially unchanged.

16.5 Price reduction. If the Contractor does not re-clean in time, or the result is still not to standard, the Client may deduct or recover a fair part of the Fee for that Visit.

16.6 Other rights kept. This Section does not limit a remedy for damage, for repeated failure, or under a consumer law that cannot be waived.

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17. Fees, invoices and payment

17.1 Fees. The Client will pay the Fees in Schedule B. The pricing method is **[Pricing method: _____]**. The Fees cover all labor, travel, ordinary supplies and overhead unless Schedule B lists another charge.

17.2 Deposit. The deposit is [Deposit: _____]. The Contractor will credit it to [How the deposit is credited: _____] and refund the unearned balance within 10 days after this Contract ends. It is not a penalty.

17.3 Invoices. The Contractor invoices [Invoice frequency: _____]. Each invoice states the dates, the Services, extra work with its approval, tax, credits and the total.

17.4 Pay date. The Client pays undisputed amounts by **[Pay date: _____]**, by [Payment method: _____]. Where a freelance worker law sets an earlier date, that date applies.

17.5 Stored payment method. The Contractor may charge a stored card or account only with the Client's express written consent, which states the amount or method of calculation, the date and how to stop. The Client may withdraw consent for future charges.

17.6 Disputed amounts. The Client will state the reason for a dispute within 15 days after it receives the invoice and pay the rest. This time limit does not remove a legal defense or a billing error right. The Parties will try to resolve the dispute within 10 days.

17.7 Tax forms. On request, a United States Contractor gives a Commercial Client a completed Form W-9 before the first payment. The Client files each information return the Law requires. If the Contractor does not furnish a taxpayer number when required, the Client may withhold tax from reportable payments as federal law requires.

17.8 Tips. Tips are voluntary and are not a Fee. The Contractor passes them on as the Law requires.

18. Sales tax

18.1 Treatment. The Parties have checked whether the Premises State taxes the Services. The Fees **[Tax treatment: _____]** sales tax. The tax rate and account details are: [Tax rate and account: _____].

18.2 Collection. If tax is due, the Contractor will list it separately where required, collect it, report it and pay it to the tax authority.

18.3 Mixed work. If one task is taxable and another is not, such as specialized and routine cleaning in some states, the invoice will state the charge for each.

18.4 Exemption. A Client that claims an exemption will give a valid certificate before the invoice. If the certificate is wrong, the Client pays the resulting tax, and penalties and interest that the certificate caused.

18.5 Change. If tax treatment changes, the Contractor will apply the change from its effective date and tell the Client. A Party that made an error pays the penalties its error caused.

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19. Late payment and suspension

19.1 Late charge. An undisputed amount that is not paid within [Grace days: _____] days after the pay date bears a late charge of [Late charge: _____], or the maximum the Law allows if that is less. The charge is not compounded.

19.2 Returned payments. The Client pays the bank's actual fee for a returned payment, up to the amount the Law allows.

19.3 Suspension. If an undisputed amount is more than [Days late before suspension: _____] days late, the Contractor may suspend Visits after 5 days' written notice. It will resume within 3 Business Days after payment, subject to staff.

19.4 During suspension. No recurring Fee accrues for suspended Visits. The Contractor remains responsible for keys, data and property in its care. It may not enter the Premises to enforce payment, remove the Client's property or change locks.

19.5 Collection costs. The Client pays reasonable collection costs for an undisputed amount only where the Law allows them.

20. Price adjustment

20.1 Notice. The Contractor may change the recurring Fees no more than once in any 12 months, after the first [Months with a fixed price: _____] months, by written notice of at least [Days of price notice: _____] days that states the old Fee, the new Fee and the effective date.

20.2 Limit. An increase may not exceed [Maximum increase: _____] of the Fees in the 12 months before it, except for a Change Order or a legally required wage or tax increase that the Contractor documents.

20.3 Choice. The Client may end this Contract without charge by notice before the increase takes effect. Until then the old Fee applies. The increase does not apply to Visits that are already paid for.

20.4 Consent. Where the Law requires express consent to a higher recurring charge, the increase is not effective until the Client gives it. A change to a California commercial contract also requires the registry check in Section 14.

21. Cancellation, rescheduling and lockout of a visit

21.1 Client changes. The Client may cancel or move a Visit without charge by notice at least [Hours of notice to change a visit: _____] hours before the planned start.

21.2 Late cancellation. For later notice, the Contractor may charge [Late cancellation charge: _____]. The Parties agree that this is a reasonable estimate of reserved staff time and travel, not a penalty. The charge may not exceed the Fee for the Visit.

21.3 Lockout. If Personnel arrive on time and cannot enter because of the Client, they will call and wait [Minutes crew waits at a lockout: _____] minutes. After that, the Contractor may charge the late cancellation amount.

21.4 Exceptions. No charge applies if the cause is an emergency, serious illness, Section 34, a hazard the Contractor identified, or the Contractor's own delay. No charge applies if the Contractor fills the slot with

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other work.

21.5 Contractor changes. The Contractor will give at least [Hours of notice to change a visit: _____] hours' notice if it must move a Visit. The Client may choose a new time or a credit. Section 6 applies to a missed Visit.

21.6 Cooling-off. Cancelling a Visit is different from cancelling this Contract under Section 23. No charge in this Section applies to a consumer who cancels under that Section.

22. Term and renewal

22.1 Start and initial term. The Services start on [Service start date: _____] and continue for **[Initial term: _____]** (the "Initial Term").

22.2 After the Initial Term. On expiry, this Contract **[What happens after the initial term: _____]**. If this choice is left blank or states no clear period, this Contract ends at the end of the Initial Term.

22.3 Month to month. A month-to-month renewal lasts no more than one month at a time. Either Party may stop it by [Days of notice in month-to-month renewal: _____] days' notice, which may not exceed 30 days.

22.4 Longer renewal: notice. A renewal of more than one month takes effect only if the Contractor sends the Client a written reminder that states the renewal date, the new period and price, the last day to stop it and how to stop it. The reminder will be served personally or by certified mail, and it will be sent (a) in New York, 15 to 30 days before the Client's deadline to give notice; (b) in Florida, for a consumer contract of 12 months or more, 30 to 60 days before the cancellation deadline; and (c) elsewhere, 30 to 45 days before the deadline, or at the time the Law sets.

22.5 No reminder. If the Contractor does not give a required reminder, the longer renewal does not take effect. If the Parties continue the Services, they continue from Visit to Visit and either Party may stop at any time, subject to a legal notice period.

22.6 Online plans. If a Consumer Client signs up online for a plan that renews, the Contractor will clearly show all material terms before it collects billing information, get express informed consent before the first charge and give a simple way to stop recurring charges.

22.7 Longer than one year. If this Contract cannot by its terms be performed within one year, both Parties will sign it in writing before the Services start.

22.8 Florida consumers. If Florida's automatic renewal law applies to this Contract, the renewal terms will be disclosed clearly and conspicuously in this Contract or the contract offer. A Florida Consumer Client may cancel a contract with an automatic renewal provision in the same manner, and by the same means, as the Client accepted it, whatever Section 37 says.

23. Consumer right to cancel

23.1 Status. This Section **[Consumer right to cancel status: _____]** to this Contract. It applies if a Consumer Client buys the Services in a sale that the Contractor personally solicited, the Client agrees at a place other than the Contractor's place of business, and the purchase price is $25 or more at the Client's home or $130 or more at another such place. It applies even if the status line is

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wrong, unless a legal exception applies, such as a sale made entirely by mail or telephone.

23.2 Right. The Client may cancel until midnight of the third Business Day after the date of this transaction, or the later time that Section 23.7 gives, without penalty or obligation.

23.3 At signing. The Contractor will (a) tell the Client orally about the right; (b) give the Client a fully completed copy of this Contract in [Language used in the sale: _____], the language mainly used in the oral sales presentation; and (c) give the Client two completed copies of Schedule C in the same language as this Contract, with the cancellation statement in bold type of at least 10 points next to the Client's signature.

23.4 Early start. The Contractor should not schedule a Visit before the cancellation deadline. If the Client asks for an earlier Visit, the Client still keeps the right to cancel.

23.5 Refund. Within 10 Business Days after it receives a valid notice, the Contractor will refund all payments, return property traded in, in substantially as good condition as when received, cancel and return any negotiable instrument and promptly end any security interest from the transaction. The Contractor will also tell the Client within the same 10 Business Days whether it will pick up or abandon any goods it delivered.

23.6 No waiver. Nothing in this Contract waives this right or contains a confession of judgment. The Contractor will not misrepresent the right. It will not transfer a note from the Client before midnight of the fifth Business Day after signing.

23.7 State home solicitation law. Where home solicitation law of the Premises State requires a longer period, or another statement, form, type size, contact detail or method of cancellation (including email), the Contractor will use it. The longer period replaces the third Business Day in this Section, the signature statement and Schedule C, and the Contractor will complete the form with the later deadline.

24. Damage, breakage and loss claims

24.1 Report. The Contractor will report known damage to the Client on the same day, leave the pieces in place where safe and take photographs. The Client will report damage or loss within [Days to report damage: _____] days after it finds it. Late notice limits a claim only to the extent the delay harmed the Contractor's ability to check it.

24.2 Investigation. The Contractor will acknowledge a report within 2 Business Days, inspect the item and give a written answer within 14 days. The Client will allow the inspection and keep the item until then.

24.3 Remedy. To the extent the Contractor or its Personnel caused the damage by negligence or breach, the Contractor will pay the reasonable cost of repair or, if repair is not reasonable, the actual cash value just before the damage.

24.4 Not covered. The Contractor is not responsible for ordinary wear, an item that was defective or insecurely fixed and could not reasonably be recognized as such, or a fragile item that the Client asked Personnel to move after a written warning. This does not excuse negligent handling.

24.5 Loss or theft. A suspected theft may be reported to the police. The Contractor will cooperate with lawful inquiries. Neither Party will accuse a worker without a factual basis or search a worker's belongings without lawful consent.

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24.6 Documents. Insurance claims may run at the same time. A reimbursement may not be recovered twice.

25. Insurance and bonding

25.1 Liability. The Contractor will keep commercial general liability insurance, including completed operations, of at least [General liability limits: _____].

25.2 Workers and vehicles. The Contractor will keep workers' compensation and employer's liability insurance as the Law requires and automobile liability insurance of at least [Automobile limit: _____] for vehicles used in the Services.

25.3 Bond or crime cover. The Contractor will keep a janitorial bond or crime policy of [Janitorial bond amount: _____] for dishonest acts by its employees. A bond may require a conviction and may not cover every loss.

25.4 Certificates. The Contractor will give certificates before the first Visit and at each renewal, and will tell the Client within 5 Business Days after it learns that cover has ended. If the Client is listed as an additional insured, that cover applies only to the extent of liability the Law lets the Contractor insure.

25.5 Client cover. The Client will keep the property and liability insurance a prudent owner or occupier keeps. If the Premises are a home and the Contractor is an individual, the Client will check whether its policy covers household workers.

25.6 Waiver of subrogation. Each Party waives subrogation against the other only to the extent its property insurance allows it and pays the loss.

26. Indemnity

26.1 By the Contractor. The Contractor will indemnify and hold harmless the Client from third-party claims for bodily injury, death, property damage, unpaid wages of its Personnel, and fines, to the extent caused by the negligence, willful misconduct or breach of Law of the Contractor or its Personnel.

26.2 By the Client. The Client will indemnify and hold harmless the Contractor from third-party claims for bodily injury, death, property damage, and fines, to the extent caused by the negligence, willful misconduct or breach of Law of the Client or those it controls, including an undisclosed hazard.

26.3 Own fault. No Party indemnifies another for that other Party's sole negligence. Where both are negligent, each Party's duty is valid and enforceable only to the extent of its own negligence and that of those it controls. This limit is stated expressly for RCW 4.24.115 and applies in every state.

26.4 Procedure. The Party that claims indemnity will give prompt notice, allow the other to control the defense with competent counsel, and cooperate at the other's cost. Delay reduces the duty only to the extent it caused harm. No settlement may admit fault by a Party or bind it to act without its consent.

26.5 Limits. A Consumer Client owes no defense cost beyond the share the Law allows. No term waives workers' compensation immunity unless the Parties sign a separate waiver that the Law allows.

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27. Limitation of liability

27.1 Excluded loss. To the extent the Law allows, neither Party is liable for lost profit or indirect loss that the Parties could not reasonably foresee on the Contract Date.

27.2 Cap. To the extent the Law allows, each Party's total liability under this Contract is limited to the greater of [Liability cap: _____] and the insurance proceeds available for the claim.

27.3 What the limits do not reach. The limits in this Section do not apply to bodily injury or death, gross negligence, fraud, willful misconduct, the duty to pay earned Fees, a duty under Section 26 for third-party claims, wage claims, or liability that the Law does not let a Party limit.

27.4 Negligence under New York law. If New York law applies, nothing in this Contract exempts the Contractor from liability for injury or damage that its negligence, or that of its agents or employees, causes in the maintenance or repair of real property, where N.Y. General Obligations Law § 5-323 voids such an exemption.

27.5 Consumers. Nothing here limits a remedy that a Consumer Client has under a consumer law that cannot be waived.

27.6 Mitigation. Each Party will take reasonable steps to reduce its loss.

28. Confidentiality and privacy

28.1 Duty. Each Party will keep the other's non-public business, household, security and personal information confidential, use it only for this Contract and protect it with reasonable care.

28.2 Personnel. The Contractor will tell Personnel not to read, photograph, copy or discuss papers, screens or private matters at the Premises. Photographs for quality, damage or hazard records may not show people or confidential content.

28.3 Regulated information. If the Premises hold health, financial or other regulated records, the Client will keep them secured and tell the Contractor of special rules. The Contractor has no need to use that information.

28.4 Return. On request or at the end of this Contract, each Party will return or destroy the other's confidential information, except records the Law requires it to keep.

28.5 Incident. A Party that learns of unauthorized access will tell the other without undue delay.

28.6 Allowed disclosure. Nothing prevents a person from discussing wages or working conditions, reporting a crime, safety issue or suspected violation to an agency or attorney, answering legal process, or making another disclosure that the Law protects.

29. Non-solicitation of personnel

29.1 Choice. This Section **[Non-solicitation choice: _____]** to this Contract.

29.2 Limit on solicitation. If it applies, and only where and to the extent the Law allows, the Client will not, during this Contract and for [Months after the contract: _____] months after it, directly solicit an employee of the Contractor whom it met through the Services to leave that employment to do the same work at the Premises.

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29.3 Not restricted. General advertising, an approach that the worker starts, and a hire required by a worker retention law are not solicitation. This Section does not restrict the worker and may not be enforced against the worker. No worker pays any amount under it.

29.4 Remedy. The Contractor may recover only its actual, proven recruitment and training cost. No fixed fee or penalty applies.

29.5 Where void. If the Law in the Premises State bars this type of term, this Section does not apply.

30. Reviews

30.1 Honest reviews. Nothing in this Contract prohibits, restricts, penalizes or takes ownership of an honest review, rating or other lawful statement by a Client about the Contractor or the Services.

30.2 No fee or pressure. The Contractor will not withhold a refund, service or key because of a review and will not make a payment depend on a positive one.

30.3 Limits kept. This Section does not allow a person to publish alarm codes, private data of Personnel or unlawful statements.

30.4 Marketing. The Contractor may use the Client's name, home or photographs in marketing only with separate written consent, which the Client may withdraw for future use.

31. Default and cure

31.1 Default. A Party defaults if it fails to pay an undisputed amount when due or materially breaches another duty.

31.2 Notice and cure. The other Party will give written notice that describes the default and the action needed. A payment default may be cured within 5 Business Days. Another default may be cured within [Days to cure a default: _____] days, or a longer reasonable time if the Party starts promptly and works steadily.

31.3 No cure period. No cure period is needed for theft, violence, a credible threat, unlawful harassment, a loss of required insurance or registration, use of labor known to be unauthorized, or a serious danger. The affected Services may stop at once.

31.4 Remedies. If a default is not cured, the other Party may suspend its own related duty, terminate under Section 32 and recover loss the Law and this Contract allow. Remedies are cumulative, but no loss is recovered twice.

32. Termination

32.1 For convenience. Either Party may end this Contract by at least **[Notice to end the contract: _____]** written notice. No early termination fee applies.

32.2 For default. A Party may terminate by written notice if the other does not cure a default under Section 31, or at once where no cure period is needed.

32.3 Washington domestic work. If RCW chapter 49.96 covers the worker and the services end on or after July 1, 2027, the hiring entity gives at least two weeks' written notice, or four weeks for a live-in worker, unless an exception in RCW 49.96.030 applies. Without required notice, it pays the severance

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that law requires. This term does not restrict the worker's right to leave.

32.4 Other protected periods. A longer notice, worker retention duty or payment date under the Law applies in place of a shorter one here.

32.5 Payment at the end. The Client pays for Services properly performed to the end date. The Contractor refunds prepaid Fees for Services not performed, less undisputed amounts due, within 10 days.

32.6 Survival. Payment, tax, confidentiality, damage, insurance for past events, indemnity, liability, dispute and notice terms continue as needed.

33. Handover on termination

33.1 Return. Within 3 Business Days after the last Visit, the Contractor returns all keys, cards, fobs, codes, manuals and Client property and deletes stored codes. The Client signs a receipt.

33.2 Equipment. The Client gives access, at a reasonable time, for the Contractor to collect its equipment and supplies. The Contractor leaves storage areas clean and removes its Chemicals. Neither Party holds the other's property as security for payment, unless the Law gives that right.

33.3 Records. The Contractor gives the Client the current cleaning log, key log, open defect list, floor care records and safety data sheets for Chemicals that remain by agreement.

33.4 Final inspection. On request the Parties walk the Premises and record open defects. The Contractor may re-clean them before the end date.

33.5 New provider. The Contractor cooperates reasonably with a new provider. Each Party provides worker information only as Section 15 and the Law require.

34. Force majeure and health events

34.1 Event. A Party is not in default for a delay caused by an event beyond its reasonable control that it could not reasonably avoid, such as severe weather, fire, flood, utility failure, government order, epidemic, civil disorder or a general shortage of supplies.

34.2 Notice and effort. The affected Party will give prompt notice, limit the effect and resume when it can. Lack of money is not such an event.

34.3 Fees. No Fee is due for Visits that do not take place. Payment for completed Services remains due.

34.4 Health precautions. Each Party will tell the other, without naming a person, of a known infectious risk at the Premises that calls for precautions. The Contractor may postpone a Visit or use added protective measures. Extra disinfection is extra work and follows product labels.

34.5 Long event. If an event stops most Services for more than [Days of a long interruption: _____] days, either Party may end this Contract by notice.

35. Dispute resolution

35.1 Talks. A Party with a dispute sends a written summary. Representatives will meet or speak within 15 days and try to settle it.

35.2 Mediation. If talks fail, the Parties may agree to mediate with a neutral person and share the fee

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equally. Neither Party must wait for mediation before it files a claim that would otherwise be out of time.

35.3 Arbitration choice. Binding arbitration **[Arbitration choice: _____]**. If it applies, a dispute that cannot be settled is decided by one neutral arbitrator under the rules of [Arbitration rules: _____], in the county of the Premises or by remote hearing. The arbitrator applies this Contract and the Law and may award any individual remedy a court could award. A Consumer Client pays no more than the filing fee of a local court.

35.4 Exceptions. Either Party may use small claims court, seek urgent court relief or report to an agency. A predispute arbitration term cannot be enforced against a person who elects court for a sexual assault or sexual harassment dispute covered by 9 U.S.C. § 402. A claim that the Law keeps out of predispute arbitration stays out.

35.5 Court. If arbitration does not apply, the courts in [Court location: _____] hear the dispute, subject to a consumer's legal right to a different local court.

35.6 Attorney fees. Where the Law allows a contract fee award, the prevailing Party recovers reasonable attorney fees and costs. The right is equal for both Parties. No term shortens a limitation period that the Law does not let the Parties shorten.

36. Governing law

36.1 State law. The law of **[Governing state: _____]** governs this Contract, without regard to conflict rules, together with applicable federal law. The Parties should choose the Premises State.

36.2 Local protection. The choice does not remove worker, consumer, safety, tax or contractor protections that apply where the work is done.

36.3 Federal Arbitration Act. If arbitration applies, the Federal Arbitration Act governs that clause.

37. Notices

37.1 Method. A notice of default, termination, price change, renewal or claim must be in writing and delivered by hand, tracked courier, certified mail or email to the addresses in Section 1, unless the Law or this Contract requires another method.

37.2 Receipt. Hand delivery is received when delivered. Courier and certified mail are received on documented delivery or first refusal. Email is received when sent without a failure message, or the next Business Day if sent after 5:00 p.m. at the recipient's location.

37.3 Service messages. Day-to-day scheduling may use text message or phone.

37.4 Cancellation form. A consumer's cancellation under Section 23 is timely if mailed or delivered, or sent by a method that Section 23.7 allows, by the deadline, whatever the rest of this Section says.

37.5 Changes. A Party changes its details by notice.

38. Assignment and subcontracting

38.1 Assignment. Neither Party may assign this Contract without the other's written consent, which may not be unreasonably withheld. A Commercial Client may assign to a buyer or new manager of the Premises that accepts all duties in writing, after 15 days' notice.

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38.2 Subcontractors. The Contractor **[Subcontracting choice: _____]** subcontract the Services. If it may, it will name each subcontractor, check its licenses, registration and insurance, and bind it to the safety, privacy, access and conduct terms of this Contract.

38.3 Responsibility. The Contractor remains responsible to the Client for its subcontractors' work. It pays them on time.

38.4 Legal checks. An assignment or new subcontract must meet Sections 14 and 15.

38.5 Successors. This Contract binds permitted successors. It gives no rights to others, except where the Law or a worker protection statute does.

39. General terms

39.1 Entire agreement. This Contract, its Schedules and approved Change Orders are the whole agreement on the Services and replace earlier proposals and talks. This does not exclude liability for fraud or a consumer right based on a statement the Law makes binding.

39.2 Order. A signed Change Order controls over this Contract. The body of this Contract controls over Schedules, except that Schedule B controls the Fees. Mandatory Law controls over all of them.

39.3 Amendment. An amendment must be in writing and approved by both Parties. Website terms, purchase orders and invoices do not amend this Contract.

39.4 Waiver. A Party waives a right only in writing. Delay or acceptance of payment is not a waiver. One waiver does not apply to another breach.

39.5 Severability. If a term cannot be enforced, it is limited to the extent needed or removed, and the rest continues, unless that would defeat the main purpose of this Contract.

39.6 Interpretation. Both Parties had the chance to review this Contract and get advice. A statute that construes consumer terms in favor of the consumer still applies.

40. Counterparts and electronic signature

40.1 Counterparts. The Parties may sign separate copies. Together they form one Contract.

40.2 Electronic signature. The Parties may sign and keep this Contract electronically. A signature, contract or record is not denied legal effect solely because it is electronic.

40.3 Copy. Each Party receives a complete copy at signing.

40.4 Consumer notices. Where the Law requires a written consumer notice, electronic delivery counts only after the disclosures and consent that the Law requires. Otherwise the Contractor gives paper copies. For a sale covered by Section 23, the Contractor gives both completed copies of Schedule C at signing.

Each Party has read this Contract and Schedules A and B, and Schedule C where it applies, and agrees to them. Neither Party should sign while a required detail is blank.

For a sale covered by Section 23: You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.

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CLIENT: [Client's legal name: _____]
Signature:
Printed name and title: [Client's signer: _____]
Date:

Client's initials for receipt of a complete copy and, where Section 23 applies, two completed copies of Schedule C:

CONTRACTOR: [Contractor's legal name: _____]
Signature:
Printed name and title: [Contractor's signer: _____]
Date:

A.1 Premises and areas. Approximate area: [Approximate area: _____]. Areas included: [Areas included: _____]. Areas not to be entered: [Areas not to be entered: _____].

A.2 Kitchen and break rooms. Clean counters, sinks, fixtures, tables, splash areas and the outside of appliances. Empty trash, replace liners, sweep and mop. Frequency: [Kitchen frequency: _____].

A.3 Restrooms and bathrooms. Clean and disinfect toilets, urinals, sinks, faucets, dispensers, handles and touch points as product labels direct. Clean mirrors, showers and tubs, restock agreed consumables, empty trash and mop floors. Frequency: [Restroom frequency: _____].

A.4 Bedrooms, living areas, offices and meeting rooms. Dust reachable surfaces, wipe cleared tables and desks, clean switches and door handles, empty trash, vacuum carpets and sweep or mop hard floors. Frequency: [Room frequency: _____].

A.5 Entrances, halls, stairs and elevators. Clean entrance glass, mats, rails and touch points. Remove litter, vacuum or sweep, and mop hard floors. Frequency: [Common area frequency: _____].

A.6 Periodic tasks. Interior windows, baseboards, vents, blinds, inside of ovens and refrigerators, carpet extraction, and floor polish or strip and wax, only as listed here: [Periodic tasks and frequency: _____].

A.7 Waste and recycling. Take bagged waste and sorted recycling to [Waste location: _____]. The Contractor does not handle hazardous, medical or construction waste unless listed.

A.8 Finished result. Surfaces in scope are free from visible loose dust, spills and removable marks. Restroom fixtures are free from visible soil. Trash is removed, floors are free from loose debris and no product residue remains.

A.9 Priority order and special instructions. [Priority order and instructions: _____]

A.10 Existing condition. Stains, damage, fragile items and special surfaces recorded before the first Visit: [Existing condition: _____]. Photographs attached: yes or no.

Client's initials:
Contractor's initials:

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B.1 Recurring Fee. [Recurring fee: _____] per [Fee unit: _____], for [Included hours or visits: _____].

B.2 Initial or deep cleaning. [Initial or deep cleaning fee: _____].

B.3 Extra work. [Extra work rate: _____].

B.4 Specialized cleaning. Carpet: [Carpet rate: _____]. Floor strip and wax: [Strip and wax rate: _____]. Windows: [Window rate: _____].

B.5 Holiday or after-hours rate, if agreed. [Holiday or after-hours rate: _____].

B.6 Travel, parking and other charges. [Travel and other charges: _____]. A charge that this Schedule does not list is not due without a Change Order.

B.7 Visit change. Late cancellation or lockout: [Late cancellation charge: _____], subject to Section 21.

B.8 Invoice and payment. Invoices: [Invoice frequency: _____]. Pay date: [Pay date: _____]. Tax: [Tax rate and account: _____].

B.9 Estimated total. The estimated total for the Initial Term, before tax, is [Estimated total: _____]. An estimate does not create a duty to buy a minimum amount unless it says so here.

NOTICE OF CANCELLATION

[Date the contract is signed: _____]
(Date)

You may CANCEL this transaction, without any Penalty or Obligation, within THREE BUSINESS DAYS from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within TEN BUSINESS DAYS following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram, to [Contractor's legal name: _____], at [Contractor's business address: _____] NOT LATER THAN MIDNIGHT OF [Last date to cancel: _____].

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I HEREBY CANCEL THIS TRANSACTION.

(Date)

(Buyer's signature)

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