

Order for cleaning and laundry services

Personal information

First name & last name		Telephone private	
Street & number		Telephone business	
Postal code & location		Mobile phone	
E-mail		Fax	
Real property			
Street & number		Floor	
		Postal code & location	

I would like the following cleaning and laundry services

<p><input type="checkbox"/> 1a. Basic cleaning</p> <ul style="list-style-type: none"> - cleaning of all rooms - cleaning of bathroom and kitchen - cleaning of outer surfaces - cleaning of floors (wet according to type of surface) - emptying of waste bins and waste disposal <p>Basic cleaning: rotation</p> <p><input type="checkbox"/> once on _____ and on _____</p> <p><input type="checkbox"/> twice on _____ and on _____</p>	<p>Size of apartment</p> <table border="1"> <tr><td><input type="checkbox"/> 1 -1½ room apartment</td><td>2 h</td><td>CHF 200.-</td></tr> <tr><td><input type="checkbox"/> 2 -2½ room apartment</td><td>2½ h</td><td>CHF 225.-</td></tr> <tr><td><input type="checkbox"/> 3 -3½ room apartment</td><td>3 h</td><td>CHF 250.-</td></tr> <tr><td><input type="checkbox"/> 4 -4½ room apartment</td><td>3½ h</td><td>CHF 275.-</td></tr> <tr><td><input type="checkbox"/> 5 -5½ room apartment</td><td>4 h</td><td>CHF 300.-</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td></tr> </table> <p>every month from _____ till _____</p> <p>every 2 weeks from _____ till _____</p> <p>every week from _____ till _____</p>	<input type="checkbox"/> 1 -1½ room apartment	2 h	CHF 200.-	<input type="checkbox"/> 2 -2½ room apartment	2½ h	CHF 225.-	<input type="checkbox"/> 3 -3½ room apartment	3 h	CHF 250.-	<input type="checkbox"/> 4 -4½ room apartment	3½ h	CHF 275.-	<input type="checkbox"/> 5 -5½ room apartment	4 h	CHF 300.-	<input type="checkbox"/>												
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<p><input type="checkbox"/> 1b. Advanced cleaning</p> <ul style="list-style-type: none"> - all basic cleaning services - decalcification of fittings in bathroom and kitchen - cleaning of fridge (including freezer compartment) - cleaning of oven <p>Advanced cleaning: rotation</p> <p><input type="checkbox"/> once on _____ and on _____</p> <p><input type="checkbox"/> twice on _____ and on _____</p>	<p>Size of apartment</p> <table border="1"> <tr><td><input type="checkbox"/> 1 -1½ room apartment</td><td>4 h</td><td>CHF 300.-</td></tr> <tr><td><input type="checkbox"/> 2 -2½ room apartment</td><td>4½ h</td><td>CHF 325.-</td></tr> <tr><td><input type="checkbox"/> 3 -3½ room apartment</td><td>5 h</td><td>CHF 350.-</td></tr> <tr><td><input type="checkbox"/> 4 -4½ room apartment</td><td>5½ h</td><td>CHF 375.-</td></tr> <tr><td><input type="checkbox"/> 5 -5½ room apartment</td><td>6 h</td><td>CHF 400.-</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td></tr> </table> <p>every month from _____ till _____</p> <p>every 2 weeks from _____ till _____</p> <p>every week from _____ till _____</p>	<input type="checkbox"/> 1 -1½ room apartment	4 h	CHF 300.-	<input type="checkbox"/> 2 -2½ room apartment	4½ h	CHF 325.-	<input type="checkbox"/> 3 -3½ room apartment	5 h	CHF 350.-	<input type="checkbox"/> 4 -4½ room apartment	5½ h	CHF 375.-	<input type="checkbox"/> 5 -5½ room apartment	6 h	CHF 400.-	<input type="checkbox"/>												
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<p><input type="checkbox"/> 1c. Further cleaning services</p> <p>I would like to book the following additional cleaning services for the date/s on: _____</p> <p>The price for an additional cleaning hour is CHF 50.- excl. VAT</p> <table border="1"> <thead> <tr> <th>Desired cleaning service</th> <th>Time budget</th> <th>Desired cleaning service</th> <th>Time budget</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> clean windows in</td> <td></td> <td><input type="checkbox"/> Kitchen cupboards and drawers inside</td> <td>_____ h</td> </tr> <tr> <td><input type="checkbox"/> Living room</td> <td>_____ h</td> <td><input type="checkbox"/> Sweep wall cupboards and wardrobes inside</td> <td>_____ h</td> </tr> <tr> <td><input type="checkbox"/> Bedroom</td> <td>_____ h</td> <td><input type="checkbox"/> additional _____</td> <td>_____ h</td> </tr> <tr> <td><input type="checkbox"/> Kitchen</td> <td>_____ h</td> <td><input type="checkbox"/> additional _____</td> <td>_____ h</td> </tr> <tr> <td><input type="checkbox"/> Bathroom</td> <td>_____ h</td> <td>Additional cleaning hours total</td> <td>_____ h</td> </tr> <tr> <td><input type="checkbox"/> Corridor</td> <td>_____ h</td> <td></td> <td></td> </tr> </tbody> </table> <p>In the case of all cleaning services, we hold the time you have booked as binding. For this reason, please indicate with what kind of cleaning services we should continue if the time budget is not exhausted after provision of the arranged cleaning services.</p>		Desired cleaning service	Time budget	Desired cleaning service	Time budget	<input type="checkbox"/> clean windows in		<input type="checkbox"/> Kitchen cupboards and drawers inside	_____ h	<input type="checkbox"/> Living room	_____ h	<input type="checkbox"/> Sweep wall cupboards and wardrobes inside	_____ h	<input type="checkbox"/> Bedroom	_____ h	<input type="checkbox"/> additional _____	_____ h	<input type="checkbox"/> Kitchen	_____ h	<input type="checkbox"/> additional _____	_____ h	<input type="checkbox"/> Bathroom	_____ h	Additional cleaning hours total	_____ h	<input type="checkbox"/> Corridor	_____ h		
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<p><input type="checkbox"/> 2. Bed, linen and kitchen laundry service</p> <p>- Regular washing of the bedclothes, linen and kitchen laundry</p> <p>I would like the laundry service for a household with _____</p> <p>Laundry service: rotation</p> <p><input type="checkbox"/> once on _____ and on _____</p> <p><input type="checkbox"/> twice on _____ and on _____</p>	<p>Price per service</p> <p>1-person household with 1 bed CHF 100.- every additional person resp. every additional bed CHF 50.-</p> <p>_____ people and _____ beds</p> <p>every month from _____ till _____</p> <p>every 2 weeks from _____ till _____</p> <p>every week from _____ till _____</p>																												

I confirm that I unconditionally accept the contract terms for the cleaning and laundry services.

Location and date	_____	Signature	_____
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Contract terms for cleaning and laundry services

1. Placing orders

Landlords or seekers from an object procured by UMS Ltd place an order with UMS Ltd for a cleaning and laundry service order by completing the form "Order for cleaning and laundry services".

2. Order duration and date of service provision

The order duration is fixed by the customer (person who placed the order). The date on which UMS Ltd has to provide services is arranged conjointly.

The order is valid for the prearranged length of time and ends without notice of termination.

3. Methods of paying

Payment is against an invoice before service provision by UMS Ltd. Orders with overall costs of less than CHF 1'000.- are invoiced once. Orders which exceed CHF 1'000.- are invoiced once a month in advance.

In the latter case, the customer (person who placed the order) can pay the monthly rates via standing order. The standing order has to be verified by forwarding a copy of the standing order to UMS Ltd. The customer (person who placed the order) can also authorize UMS Ltd to withdraw the monthly costs directly from the customer's account via debit advice procedure.

4. Prices and VAT

In the indicated prices all costs (excl. VAT) for insurances, charges etc. are included. The prices for the basic cleaning and advanced cleaning also include the driving expenses for a driving route of up to 10 km from the nearest main station (Berne, Basel, Zurich, Geneva, Lausanne, St. Gallen, Aarau or Lucerne). Additional travelling fees are charged if the object is located further than 10 km away from one of the aforementioned stations and consist of CHF 5.- per extra travelling kilometer.

5. Access to apartment and handing over of keys

The customer (person who placed the order) has to grant the personnel of UMS Ltd access to the apartment on the arranged dates in order to provide the organized services. She/he also has to ensure that a potential subtenant will grant access.

If the services take place in the absence of the customer (person who placed the order) or a potential subtenant, then a key to the apartment and if required a house key will be given to UMS Ltd for the duration of the order. The handing over of the key follows via registered mail or in person to an employee of UMS Ltd. The reception of the key is receipted in writing. After termination of the order, UMS Ltd will return the key in the same manner.

If the service order is placed by the subtenant, then the subtenant has to ensure that the landlord is informed about the service order and agrees to the personnel of UMS Ltd accessing the object s/he has rented.

6. Position of the UMS Ltd

The personnel of UMS Ltd is insured against accidents and officially registered. All insurances and social charges are included in the service prices. The charges are deducted by UMS Ltd.

In addition, UMS Ltd assumes liability for any damages to the rental object which were verifiably caused by UMS Ltd personnel. If the customer (person who placed the order) wants UMS Ltd to provide the service before the landlord has formally retrieved the apartment from the subtenant and checked it for damages caused by the subtenant, UMS Ltd only assumes liability for damages which were indeed caused by the personnel of UMS Ltd according to the statements of said personnel.

7. Legal venue

The legal venue is Berne (Switzerland). Unless this contract states otherwise, the Swiss Code of Obligations (Schweizerisches Obligationenrecht) is valid.