

## “How can I organize my commercial work?”

As your commercial accounts grow you MUST get yourself off the truck by hiring reliable employees. (That is, IF you want any sort of life!)

However, you must structure your commercial work so a) you are not held hostage by any single employee with all the job details tucked away in his head plus b) make it easy enough any one of your people can be switched into the job without having seen it. The solution? The SFS Commercial Account Profile!

Remember, you already have available [“Selling Commercial Cleaning”](#) and a great [“Commercial Carpet Analysis” form](#) that helps you structure a “selling interview” with your prospect. And don’t forget your [Production/Pricing Analysis Log](#) for pricing and commercial bidding help!

NOTE: All of these above forms work great with regular [Commercial Encapsulation Maintenance Routes](#).

But now that you HAVE this great contract it is time to organize yourself internally with this Commercial Account Profile Form.

[Steve Toburen](#)

PS We delve deeply into the Emotional Dynamics of selling commercial work in our *Strategies for Success* seminar. You need to be there!

### **If you like this CAP form, you’ll love *Strategies for Success*-**

Invest 5 days with *Strategies for Success* (SFS) and you’ll gain **years** of experience in measuring your financials, creating a marketing plan and building a true infrastructure in your business.

Do you struggle with any of the challenges below? Then just click for the solutions! Remember, this is just a taste of the proven “Success Resources” SFS will give you:

- [Can I charge a premium for after hour’s commercial cleaning work?](#)
- [Transform your company with commercial “encapsulation” cleaning](#)
- [Writing commercial cleaning maintenance contracts](#)
- [Gaining “Open Access” on commercial accounts](#)
- [Why can’t I make a profit? Finances scare me.](#)

There is no other program like SFS. **Interested?** Call your Jon-Don rep or follow these links:

- [Frequently Asked Questions about SFS](#)
- [Why should I invest five days of my life to attend SFS?](#)
- [Here is what you will learn at SFS- day by day.](#)
- [Skeptical with all the "snake oil" out there? Read what our members say...](#)
- [Read these SFS Member "bios" of what happened after SFS!](#)

Remember, SFS has transformed the lives of almost 3,000 people in the cleaning and restoration industry. **Why not you?** I urge you to investigate SFS.

# Commercial Paperwork

## Commercial Account Profile

Business name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_ Email: \_\_\_\_\_

Cell #: \_\_\_\_\_ Text?  When to contact: \_\_\_\_\_

**Notify before cleaning?**  Who? \_\_\_\_\_ Contact info: \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ Position: \_\_\_\_\_ Email: \_\_\_\_\_

Cell #: \_\_\_\_\_ Text?  When to contact: \_\_\_\_\_

Our company's manager for this account: \_\_\_\_\_ Email: \_\_\_\_\_

Cell #: \_\_\_\_\_ Text?  When to contact: \_\_\_\_\_

Frequency: \_\_\_\_\_ # of techs: \_\_\_\_\_ Amount of time required: \_\_\_\_\_

Main method(s): \_\_\_\_\_

Additional equipment/hoses required: \_\_\_\_\_

Lights/breakers: \_\_\_\_\_

Water fill/ dump locations: \_\_\_\_\_

Access entrance/ key instructions: \_\_\_\_\_

Alarm location/ arming instructions: \_\_\_\_\_

Other workers on premises?  Security procedures: \_\_\_\_\_

**Areas We Clean:**

**Technique:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Pricing: \_\_\_\_\_

Invoice to be left?  Where? \_\_\_\_\_

General Procedures: \_\_\_\_\_

Airmovers to be left?  Where? \_\_\_\_\_ When/where to pick up: \_\_\_\_\_

Summer Winter

**Diagram Areas to Be Cleaned/Procedures to use:** (use back)

Opening time? \_\_\_\_\_

Closing time? \_\_\_\_\_

Day of week to clean: \_\_\_\_\_

Specific time? \_\_\_\_\_ When? \_\_\_\_\_

Before? \_\_\_\_\_ After? \_\_\_\_\_

Any day closed? \_\_\_\_\_