



1239 Bellamah NW, Suite A  
 Albuquerque, NM 87104  
 t. 505.243.9889  
 f. 505.243.8197  
 www.cssabq.com

email us @  
 esr@cssabq.com

# CLEANING ORDER FORM

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

<b>Please print or type: (incomplete information will delay processing)</b>	
Event or Show Name: <b>NAAEE Annual Conference</b>	Booth #(s)
Event or Show Date(s): <b>October 27 – October 29, 2005</b>	Exhibitor Telephone #:
Exhibiting Firm:	Exhibitor Fax #:
Billing Address:	E-mail address:
City/State/Zip:	Date:
Authorized by:	

**CLEANING SERVICES (select only one of the services below)**

Services Available	Rate per square foot DISCOUNT PRICE
<b>Initial Cleaning</b> (Vacuum & empty wastebaskets before first show day only)	\$ .25 per sq. ft (One Day)
<b>Daily Cleaning</b> (Vacuum & empty wastebaskets for all show days)	\$ .20 per sq. ft (Daily)
<b>Daily Porter Service</b> (Empty wastebaskets and periodic trash pick up during show hours)	\$99.00 (Daily)

**PLEASE COMPUTE COST BELOW.**

To compute booth size: (Length x Width = Total Square Feet)

**NOTE: AMOUNT MUST BE BASED ON A MINIMUM OF 100 SQ. FT. PER SINGLE BOOTH. (All 6'x8', 8'x8' & 8'x10' booths are considered 100 sq. ft. minimums)**

Number of Booth spaces X 100 = Total Square Feet X Rate per square foot X Number of Days = Total Due

\_\_\_\_\_ X 100 = \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

**PLEASE ADD 6.75 % NM TAX.**

If Daily cleaning is requested for only specific days of the event, please give specific days.

**ADDITIONAL SERVICE AVAILABLE:**

CARPET EXTRACTION / SHAMPOOING – Call For Quote

**PLEASE READ PAYMENT POLICY.**

**Please bring any discrepancies regarding these services to our attention prior to show close. CSS is unable to adjust invoices after the close of the show.**

Abqh