Always Clean MAINTENANCE

BACKUP ONLY
The normal way is the website: **certificate.alwayscleanmaintenance.ca**. Use the backup PDF only when the website will not load, or you have no working phone.

Backup Proof Certificate — how to use it

v6 · October 2026 · Attached file: **`Digital_Proof_Certificate_BACKUP_fillable.pdf`** — one form per store visit, same rules as the website

Set up once, before your first job

- [ ] **Save the backup PDF to your phone.** iPhone: open the attachment → Share → **Save to Files**. Android: open the attachment → **Download**, or save it to the Google Drive app.
- [ ] **Install Adobe Acrobat Reader** (free, App Store / Play Store). It fills PDF forms properly on every phone. The iPhone Files app and the Android Google Drive app also work.
- [ ] **Print two copies** and keep them in your truck, with a pen.

A Filling it in on your phone

1. Open the PDF in Acrobat Reader. Tap each box and type. For **Service**, tap the box and pick from the list (or type one).
2. Photos as normal — in the Visit app, 📷 Before and 📷 After on each service's card as you go. Tick the BEFORE / AFTER boxes on the form to confirm.
3. Tick the issues box only if something needs the site contact's attention. Type your name and the site contact's name and role. Couldn't finish everything? Say what and why in the notes — and call Dylan.
4. **Save it:** Share → **Save to Files** (iPhone) or **Save a copy** (Android). Name it store number–year–month–day: **`2184-2026-07-27.pdf`**
5. **Email it to Dylan — before you leave the site.** Share → Mail or Gmail → **dylan.a@alwayscleanmaintenance.com**, with the store number and date in the subject. Dylan files it to the job, the same as a normal certificate. Then text him that it's sent, and tick **I sent the certificate** in the Visit app.

B Filling it in on paper

1. Use a pen, block capitals. One service per numbered block; leave unused blocks blank.
2. Photos as normal — in the Visit app, before and after each service. Tick the BEFORE / AFTER boxes to confirm.
3. Sign the **Technician** line, and get the **site contact's signature** before you leave.
4. Photograph both pages with any phone: flat, well lit, all four corners in the shot.
5. **Before you leave the site:** email both page photos to **dylan.a@alwayscleanmaintenance.com** with the store number and date in the subject, then text Dylan. Keep the paper copy in the truck.

Where it goes: your start and finish checks and your before and after photos live in the Visit app as always. The certificate — website or backup — goes to Dylan, and he files it to the job. If the Visit app is down too, say so in the email and email your photos the same day.

THREE THINGS THAT DON'T CHANGE

- **The Visit app still gets done** — Start visit before any work, the finish questions and Finish visit before you leave.
- **Sent to Dylan before you leave the site** — not later that evening.
- **Tell Dylan you used the backup** — the text after each certificate does it.

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Stuck on site, or the certificate won't work? **Dylan first: 226-577-2299** (call/text) · dylan.a@alwayscleanmaintenance.com
No answer? Office **1-604-789-1256**, then Shawn or Bria

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