Always Clean MAINTENANCE

CONTRACTOR NOTICE
7 October 2026 · updated 21 October
Applies to all regular (non-PFG) accounts

The paper sign-off sheets are retired — use the form on your phone

Starting **today**, every regular visit (Tim Hortons, Earls, Schill, Dublin, the pubs, pharmacies, offices — all of them) is signed off on the new **Service Sign-Off** form instead of the carbon-copy book. It does the same job in about a minute, and the office gets the copy the moment you tap send.

form.alwayscleanmaintenance.ca

1 Save it to your phone (once)

- **Android (Chrome):** open the address above — tap **Install** when Chrome offers it. (Or ⋮ menu → *Add to Home screen*.)
- **iPhone (Safari or Chrome):** open the address, tap **Share → Add to Home Screen**.
- It shows up as **AC Sign-Off** next to the certificate app. Use the same browser every time — the form remembers your name and your regular locations.

2 Every visit

1. **Location** — tap one of your recent locations, or start typing the name.
2. **Time completed** (tap *Now*) and your name.
3. **Services** — tap the chips (windows in & out, exterior, patio glass…).
4. **Signature and/or payment** — as the job instructions say. Hand the phone to the client to sign; if you collected money, enter the amount and how.
5. **Save & send** — **before you leave the site**. A copy goes straight to Danielle.

Signature or payment is required on every job, as per the job instructions. No one available to sign? Say who you spoke to in the Notes and send it anyway — the PDF records that no signature was available.

3 Nothing else to attach

- **Save & send** is the whole job — the PDF goes to Danielle and is filed to the job by itself.
- Nothing to save, upload or attach anywhere else. Problems sending? Tap **Send again** when you have signal; still stuck, **Save PDF** and email it to Danielle, and tell Dylan.

4 We kept the typing to a minimum

- Your recent locations are one tap and fill in the address and last visit's services.
- Names, locations and services are pick-lists — type a few letters and choose.
- Your own name is remembered after the first time.

See something wrong? A location that isn't listed, a wrong address, a service that's missing, anything that doesn't look right — tell us right away so we can fix it on our end. This is new and we want it right for you.

Questions or stuck? Contact Dylan directly — **226-577-2299** (call or text) · dylan.a@alwayscleanmaintenance.com

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