



3200 Coppedge Lane
Raleigh, NC, 27616
Tel (919) 291-2717

Roof Refresh

Annual Maintenance Contract

This contract serves as an agreement between _____
(Your Name - First, Last)

and Roof Refresh Inc. to purchase one of the gutter cleaning plans listed below:

Please check one.

Plan I ____ Four (4) cleanings per year. (Spring, Summer, Fall, Late Fall)

Plan II ____ Three (3) cleanings per year. (_____, _____, _____)

Plan III ____ Two (2) cleanings per year. (_____, _____)

Plan IV ____ One (1) cleaning per year. (_____)

1. **Term.** This contract covers the period of ____/____/____ to ____/____/____.

2. **Service.** Gutters will be cleaned and downspouts checked and cleared. We do not clear the underground pipes that gutters drain into. Debris will be removed from roof valleys and we will clean up and blow the area clean at ground level, including decks and walkways.

3. **Scheduling.** *Spring* cleanings will take place in late April and early May after the pollen drop. *Summer* cleanings in July/August, *Fall* cleanings in October/November and *Late Fall* cleanings in December/January once all the leaves are down. *Roof Refresh will provide gutter cleaning services without prior scheduling.* Please note any special instructions at the bottom of the contract, e.g. close gate, etc.

4. **Payment.** Payment is due upon completion. If you are not home, we will leave the invoice in your mailbox and you can mail a check or pay online at our website with a credit card or PayPal. If the property is a rental unit, we can email the invoice. Please note any special payment instructions at the bottom of the contract.

5. **Cancellation.** You can cancel at any time. No fees or penalties. Just call or send us an email and we will take your name off the schedule.

_____	_____
Customer Name	Full Address
(____) _____	\$ _____
Phone Number with Area Code	Amount due each cleaning

Comments / Special instructions or Payment Instructions

_____	_____	_____
Customer Signature	Date	Email Address