



# Janitorial Service Order Form

GST No. **R121403414**

In order to arrange for janitorial service please complete this form:

SHOW: \_\_\_\_\_ SHOW DATES: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PROVINCE / STATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

POSTAL CODE / ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

CREDIT CARD #: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

CARD HOLDERS SIGNATURE: \_\_\_\_\_

VISA    MASTERCARD    AMERICAN EXPRESS

**RATES** (includes vacuuming, dusting, cleaning of tables and emptying wastebaskets)

**One Clean Only** ..... 21¢/sq.ft. x \_\_\_\_\_ x 1 Day = \$ \_\_\_\_\_  
(minimum charge \$41.00)

<b>Daily Cleaning (must be more than one clean)</b>			
under 1000 sq.ft. ....	16¢/sq.ft. x _____	x _____	Days = \$ _____
1001-2500 sq. ft. ....	15¢/sq.ft. x _____	x _____	Days = \$ _____
2501-5000 sq.ft. ....	12¢/sq.ft. x _____	x _____	Days = \$ _____
5001-10,000 sq.ft. ....	11¢/sq.ft. x _____	x _____	Days = \$ _____
10,001 sq.ft. + over.....	10¢/sq.ft. x _____	x _____	Days = \$ _____
Steam Cleaning .....	20¢/sq.ft. x _____	x _____	Days = \$ _____
Additional waste removal \$42.50/pick-up. Please provide details below under 'Special Requirements'.			\$ _____
On-Site Order Charge/Additional Charges _____			= \$ _____

The above rates are based on gross booth area. Prices are in Canadian funds.

Additional charges would be pending for carpet in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

Additional exhibit cleaning is available @ \$42.50 per hour (minimum 4 hours).

Special Requirements:

**ALL ORDERS MUST BE PREPAID IN FULL -- ON-SITE ORDERS ADD 25%**  
**Please retain a copy of your order form as credit card receipts will not be provided**

The Metro Toronto Convention Centre is the exclusive provider of all cleaning services. External companies (including display houses) are prohibited from performing any type of janitorial service within the building.

DATE: \_\_\_\_\_ 20 \_\_\_\_\_

AUTHORIZED CUSTOMER SIGNATURE: \_\_\_\_\_

SUB-TOTAL \_\_\_\_\_

GST 5% \_\_\_\_\_

**TOTAL PAID** \_\_\_\_\_

Return completed form to:  
Metro Toronto Convention Centre, Exhibitor Services  
255 Front Street West, Toronto, Ontario M5V 2W6  
Telephone: 416-585-8387 Facsimilie: 416-585-8388  
Website: www.mtccc.com