

BILL TO	WORK SITE	SALES PERSON	WORK DATE	DEPARTMENT	PAYMENT TERMS	W.O. NO.
jose Heras EXAMPLE EXAMPLE@GMAIL.COM 123456789	EJEMPLO EJEMPLO	Patty Perez	02/13/2026	Janitorial	Net 15	10000102132026-EJE-OTH-15-00

TYPE OF SERVICES	SERVICE TIME	FREQUENCY	SERVICE DESCRIPTION	SUBTOTAL
Painting (Basic)	1 Day	One Time	EJEMPLO	\$1,000.00

TOTAL

\$1,000.00

TAXES (8.25%)

\$82.50

GRAND TOTAL

\$1,082.50

SCOPE OF WORK – PAINTING (BASIC)

WORK TO BE PERFORMED:

- Perform basic painting services to improve the overall appearance of the area.
- Prepare surfaces through light cleaning and protection of adjacent areas.
- Apply one coat of paint to interior or exterior surfaces as specified.
- Use paint and materials appropriate for the surface type.
- Remove protective coverings and clean the work area upon completion.
- Leave the area clean and presentable upon completion of the service.

TERMS AND CONDITIONS

1. SERVICE LIMITATIONS

- Work will be performed during approved service windows.
- Additional charges may apply for emergency service requests.
- Separate scheduling is required for areas containing wood-burning equipment.

2. PROPOSAL VALIDITY PERIOD

The proposal issued for this Work Order will be valid for fourteen (14) days from the date of issuance. Prime Facility Services Group may revise pricing, scope, or terms if approval is not received within this period.

If actual site conditions differ from those observed during the initial inspection, a revised proposal may be issued.

3. CANCELLATIONS

Cancellations made with less than twenty-four (24) hours' notice will incur a charge equal to one hundred percent (100%) of the minimum scheduled labor.

Cancellations made with more than twenty-four (24) hours' notice will not incur charges unless otherwise specified in the applicable price list.

4. RESCHEDULING

Rescheduling requests must be submitted at least twenty-four (24) hours in advance. Requests made within 24 hours may incur a fee of up to the total scheduled labor and are subject to personnel and equipment availability.

Availability for rescheduled dates or times is not guaranteed.

5. LACK OF ACCESS

If personnel arrive on site and are unable to begin work due to lack of access, incomplete area preparation, or delays caused by the Client, the situation will be treated as a same-day cancellation and the corresponding charges will apply.

6. WEATHER OR SAFETY DELAYS

If work cannot be safely performed due to weather conditions, hazardous environments, or other safety-related circumstances beyond the company's control, the service will be rescheduled to the next available date.

No penalties will apply; however, labor or material costs may be adjusted if conditions change significantly.

7. POST-SERVICE REQUIREMENTS

- Kitchen management must verify completion.
- Any concerns must be reported within twenty-four (24) hours.
- Recommended maintenance schedules must be followed.

8. SITE ACCESS AND SECURITY COORDINATION

- The Client must notify on-site security personnel or building management in advance that services will be performed.
- If the service requires access to rooftops, ceilings, ventilation systems, or other restricted areas, the Client must ensure safe and full access.
- The Client must provide clear instructions and prior authorization to security or access-control personnel to allow entry for the service team.

ACCEPTANCE / SIGNATURES

PLEASE SEND TWO COPIES OF YOUR WORK ORDER:

Enter this order in accordance with the prices, terms, and specifications listed above.

SEND ALL CORRESPONDENCES TO:

Prime Facility Services Group, Inc.
8303 Westglen Drive
Houston, TX 77063

customerservice@primefacilityservicesgroup.com
(713) 338-2553 Phone
(713) 574-3065 Fax

AUTHORIZED BY:

Signature & Date

PRINT NAME:

Name & Title