

# *National Window Cleaning Co., Inc.*

*100 Years of Service Since 1910*

August 30, 2011

Facilities Management  
Attn: Diana Meuth  
1513 Ransom Rd.  
Richmond, Texas

Dear Ms. Meuth:

National Window Cleaning Co., Inc.'s proposal for window cleaning service on the University Branch Library building located at 14010 University Blvd., in Sugar Land, Texas is as follows:

Clean all the windows outside on the first and second floor for \$2,500.00 for a one-time cleaning. This price includes wiping the metal louvers.

This price does not include tax; all billings will include 8 1/4%, **unless otherwise designated.**

National Window Cleaning Co., Inc. will not be responsible for any scratches etched or embedded in the glass. This price does not include the removal of foreign material from the glass.

Deep set stains that remain after window cleaning is completed will not be considered as part of our "Scope of Work" in this proposal. Any areas that you would require "Improved Results" can be evaluated jointly but will require a stain removal procedure, which is available but not priced in this proposal. National Window Cleaning has the expertise to provide this stain removal procedure to achieve your total satisfaction with our services.

Upon completion of work, a three-day grace period is allowed for any questions regarding the completed work. After three working days, all completed work is mutually agreed as completed satisfactorily.

National Window Cleaning Co. Inc. agrees to do this job in a workmanlike manner. This price is valid for sixty (60) days from the date of this letter and includes all labor, materials and equipment.

Workmen's Compensation, Public Liability and Property Damage Insurance covers National.

If we can help in any other way, please call us. Serving you is very important to us, and we appreciate your business.

Sincerely,

**Paul R. Kuritza**

PRK/yr