



# Editable Backup Booking Form

[ExtremeHoardingCleanouts.com](http://ExtremeHoardingCleanouts.com)

Fill out this PDF, save/download a copy, then email it to [CustomerService@ExtremeHoardingCleanouts.com](mailto:CustomerService@ExtremeHoardingCleanouts.com).

## Step 1 - Appointment and Package Basics

Page 1

### Appointment Information

Selected Date

Selected Time

Zip Code

Confirmation Number (optional)

### Service and Labor Details

Cleanup Type

Options: Hoarding Cleanout / Bio-Hazard Cleanup / Blood / Bodily Fluids / Death Scene / Crime Scene Cl...

Payment Option

Options: Paid In Full / No Payment Plan / 6 Month Payment Plan

How many crew members?

Options: 1 Crew Member / 2 Crew Members / 3 Crew Members / 4 Crew Members

How many hours would you like to book?

Approx Square Feet

How deep is the trash / material approximately?

Options: Light Surface Level / Ankle Deep / Mid-Shin Deep / Knee Deep / Above Knee Deep / Varies By Room

Recommended Hours To Book (if known)

Estimated Total (if shown online)



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### Step 2 - Add-Ons and Payment Estimate

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#### Add-On Questions

Activate Junk Hauling within labor hours?

Options: Yes, include junk hauling within labor hours / No, not needed

Do you want to add Post Deep Clean?

Options: Yes / No

Do you want Dumpster Rental?

Options: Yes / No

Do you want Supplies / PPE / Masks / Trash Bags added?

Options: Yes / No

#### Payment Estimate Notes

Booking Deposit / Due Within 24 Hours

Due On Clean Day

Monthly Payment Amount (6-month plan only)

Selected Add-Ons

#### Payment Reminder

Standard bookings: 20% of labor + 100% of add-ons are due within 24 hours. The remaining balance is due on clean day after approximately 2 hours of cleaning.

**6-month payment plan: complete the monthly payment method field on the next page only if you choose the 6 Month Payment Plan.**



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### Step 3 - Property Access and Cleanup Questions

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#### Additional Cleanup Questions

**Do you have permission to trash the belongings?**

Options: Yes / No / Partially / Some Items Only / Not Sure

**What % do you feel is Trash vs Sorting?**

Options: Mostly Trash 75-100% / More Trash 50-75% / Balanced 50/50 / More Sorting 50-75% / Mostly Sort...

**Home Access: meet onsite, hidden key, lockbox, code, etc.**

**Do we need to bring a Dolly?**

Options: Yes / No / Not Sure

**Do you need Carpet / Pad pulled up?**

Options: Yes / No / Not Sure

**Will someone be home to guide the crew on keep/toss?**

Options: Yes / No / Maybe

**Does the home have Central Heat / AC?**

Options: Yes / No / Not Sure

**Does the home have any dead animals or feces?**

Options: Yes / No / Not Sure

**Does the home have running water and electric?**

Options: Yes / No / Water Only / Electric Only / Not Sure

**Booking-Hold Payment Method**

Options: ACH / Zelle / CashApp / Wire

**Monthly Payment Method (only if 6-month plan)**

Options: ACH / Card

**Photos / Files sent separately? Notes**



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### Step 4 - Customer Contact Details and Notes

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#### Customer Information

Full Name

Email Address

Phone Number

Service Address

City / State / Zip

Preferred Contact Method

Notes / Anything important we should know before follow-up

#### How To Send This Backup Form

1. Fill out the PDF fields. 2. Save/download the completed copy to your device. 3. Email the saved PDF to [CustomerService@ExtremeHoardingCleanouts.com](mailto:CustomerService@ExtremeHoardingCleanouts.com). 4. Include photos or videos if available.

**Email: [CustomerService@ExtremeHoardingCleanouts.com](mailto:CustomerService@ExtremeHoardingCleanouts.com)**