

INTERIOR PAINTING

PRE-PAINT CHECKLIST

THE FOLLOWING WILL ASSIST US IN COMPLETING OUR WORK PROPERLY AND EFFICIENTLY. PLEASE READ CAREFULLY.

OUR PAINTERS WILL:

- Cover flooring with plastic, paper or dropcloths
- Cover furniture with plastic or drop cloths
- Remove trash & empty paint containers when done
- Mark leftover paint cans & leave them for customer

LET US KNOW:

- Where we can park & place our kit/tools
- If we can use your facilities
- Can we display a sign with our company info on the property while we work?
- If you will need our painters to move your furniture. **An ADDITIONAL \$50 per hour, per man will apply**
- Of any questions or concerns prior to paint

CUSTOMER MUST (PRIOR TO OUR ARRIVAL):

- **Disconnect** wiring from any electronics. Please identify your wires so you can reconnect them properly later.
- **Clear/Remove** curtains/draperies, items on walls, flat surfaces, contents in cabinets (if painting), items on floors, anything else that may be exposed to paint from all rooms, closets, bathrooms & other areas being painted. Store away properly. Leave all hardware of any hanging items. If you wish to relocate those items, remove hardware & our painters will patch the wall. **Move** all furniture (at least 3 ft from walls). **Remove or secure** grandfather clocks & pianos from area being painted (we will not move these items).
- **Disable** alarm systems. **Turn on** water & power. **Unlock** windows/doors if painting.
- **Re-locate** pets. We love animals but do not want them getting paint onto their fur, floors or furniture.
- **Arrange** for you to stay away from the jobsite for the duration of the project if you are sensitive to odors or are pregnant.

COMPLETION:

The foreman will inform you of the expected day and time of completion.

We ask that you walk the property at this time for any touch-ups that may be required (there will not be a separate trip for this step). After you've inspected the project, please inform the foreman if you plan to use the same payment method on file, or would like to use a different one. Payments are to be made payable to **THE PAINTING COMPANY**. The final balance due will still be required if customer not available for final walk-through. Please call our office or the project manager with any warranty-related issues so that we may schedule a visit to the home.

WE VALUE YOUR FEEDBACK! Upon completion, please let us know how we did to help us better determine how we can improve our services. If you were happy with our performance, please be sure to **refer anyone you know to receive a discount on your next project!**



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