

SHREEJI TOTAL MANAGEMENT
P.O.Box 491, Pomona, CA 91768.
PHONE: 909-397-5830 CELL: 909-837-7072

Customer Questionnaire

Date: _____ Fee: \$ _____

Referred by: _____

Customer Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Work) _____ (Fax) _____

Customer Needs: (Please check all that apply)

Nanny () Elderly Care () Housekeeper () Cook () Driver ()

Live-in () Live-out () Part-time () Temp ()

Date Domestic Help Needed _____ Salary Range per week: _____

Form of payment: Cash () Taxes Withheld () Either ()

Days Needed: (Please list days) _____

Hours Needed: _____

Would your schedule require the help to work evenings? Yes () No () Weekends: Yes () No ()

If YES, please list Days and Hours: _____

Would you require your nanny to travel with your family? Yes () No ()

If YES, to what extent? Please describe: _____

Is driving essential? Yes () No () If YES, please give reason: _____

Would you require domestic to have his/her own vehicle? Yes () No ()

Trust, Honesty & Satisfaction means Shreeji Selection

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Do you live close to a Bus Stop? Yes () No ()

Do you have a pool? Yes () No () Do you require domestic to know how to swim? Yes () No ()

Would you allow domestic to bring his / her child along? Yes () No ()

Spanish Speaking OK? _____ Little English _____ Fluent English _____

Do you have any pets? Yes () No () If Yes, Indoor () Outdoor () Either ()

Please describe your pet(s): _____

Would you prefer domestic to be C.P.R. Certified? _____

If Applicable, Children Names	Sex	Age	If Applicable	Adult Names	Age
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Expected Mother's due date? (If Applicable): _____

Household Duties: Complete Housework _____ Children Areas Only _____ Light _____

Laundry _____ Ironing _____ Errands _____ Other _____

Cooking (Children only) Breakfast _____ Lunch _____ Dinner _____

Cooking (Entire Family) Dinner _____ Dinner prep only _____

Please describe other daily duties _____

Please describe Live-In quarters _____

Please describe any special qualities you are looking for in a nanny? _____

We provide wonderful people from all over the world. Please list any preferences: _____

Does either parent work from home? Yes () No ()

Please list your previous experience with any domestic help used in the past? _____

SHREEJI TOTAL MANAGEMENT Cleaning Service

Live-in / Live-out Nannies, Housekeepers, Elderly Care & Baby-sitters

Service Agreement

- 1) **Placement Service:** Agency will use its best efforts to locate a suitable domestic to provide In-home service to customer. Agency will screen applicants and introduce potential domestic servants to customers, but the decisions whether to hire any particular applicant shall be made solely by the customer. Either party shall give Two (2) weeks notice in order to terminate its service.
- 2) **Replacement:** In case, the customer terminates the employment of an applicant who was referred by this Agency, then this Agency agrees to use its best efforts to locate and refer a replacement applicant, after being given reasonable notice of such requirement from the customer. However the Agency cannot guarantee that the replacement applicant will work for the same wages as the terminated domestic assistant agreed to. It is expected that about 2-3 weeks time will be required for the new replacement. (NO EXCHANGE)
- 3) **Limitation And Liabilities:** Agency makes no representation of guarantees regarding satisfactory work performance of any applicant referred to the customer by the Agency. The customer hereby release and discharges the Agency, Gita Patel their agents, representatives and employees from any losses, damage or injury (whether as a result of negligence or otherwise) arising during the employment, including termination thereof, of any such applicant; including any acts or failures to act by any such applicant; whether as an Employee, Customer or otherwise.
- 4) **Taxes and Insurance:** Customer will be solely responsible for all taxes payable to Federal, State, County and Local authorities, including without limitation income taxes and responsible for worker's compensation insurance for the employment applicant. Customer is advised to procure homeowner's insurance in order to cover any liability customer may have for other acts or negligence.
- 5) **Dealing With Applicant Employees:** Customer agrees to abide by all laws and regulations of the State of California, local authorities and the United States of America, when dealing with the employment applicant. This is for the customer's own protection. Such laws and regulations may include, but are not limited to, issues as sexual harassment, discrimination physical and mental abuse, assault and battery.
- 6) **Fees:** Customer agrees to pay the Agency a non-refundable placement fee. In case the Customer hires the applicant without the knowledge of the Agency, after having interviewed the applicant in an attempt to avoid paying placement fees. Agency reserves the right to take all necessary legal action to collect services charges.

3 Mos. \$600 (1 Replacement) 1 yr. \$800 (3 Replacements) (Specialty) _____
3 Mos. \$400 (1 Replacement) 1 yr. \$600 (3 Replacements) _____
\$150 one-time deduction from employee's first week's pay _____
TOTAL ADVANCE PLACEMENT FEE: _____

METHOD OF PAYMENT:

I agree to pay full placement fee in advance:

Check: _____ DL.# _____ Exp. Date: ____ / ____ / ____

Cash: _____

Advance refund: If you choose not to hire employee \$150 non-refundable processing fee will be deducted from advance placement fee. \$50 charge for returned checks and late payment fine will be 2% per day until paid in full

Customer Signature

SHREJI TOTAL MANAGEMENT Signature

This agreement was made on ____ / ____ / ____