

Pro Resort Order Form

To order, send a payment check and the form to **Stephen R. Craig, 5380 Gulf of Mexico Drive #105, Longboat Key, FL 34228.** All items will be emailed once payment is received except the training videos which will be sent via USPS. All items are Word documents that can be edited or amended to suit the needs of your company.

Buy	Item	Description	Qty.	Price	Total
	TEA	Pros and Cons of team cleaning		\$10	
	MSA	Recommended vacation rental housewares package		\$20	
	DEE1	Checklist of tasks to be performed on annual clean		\$20	
	Dee2	Article describing the importance of annual cleans		\$10	
	INS	Two-sided inspection form with spaces for supplies, carpet care, mx, etc.		\$15	
	HAZ	Create required federal hazardous chemical manual and training		\$20	
	POL	Basic housekeeping policies and procedures in easy-to-use format		\$10	
	MX1	Recommended tools required of a maintenance technician		\$10	
	REC	Successful recruiting tips used across the country		\$10	
	PIE	Easy, simple to understand guide for creating piece-rates		\$20	
	MX2	Preventive maintenance checklist form		\$10	
	LIN	Manual for effective in-house laundry and linen programs		\$50	
	CAR	Manual for effective vacation rental carpet care programs		\$50	
	ORM	A guideline for creating an Owner Relations manual for your company		\$40	
	POL	Policies and procedures for front desk and owner services in support of effective vacation rental housekeeping		\$20	
	DEC	De-clutter letter to get owners to clear clutter out of their units		\$15	
	DEP	Departure cleaning standards		\$20	
	IDVD	How to teach a proper inspection routine. Training CD and manual		\$160	
	SUA	How to create a Standard Unit Appearance for your company		\$20	

Sub-Total _____

VRHPmember discount/ 20% _____

Balance Due _____

Property Name _____ Email address _____

Mailing Address _____ Phone _____

City, State, ZIP _____

Person making the order _____ Title _____

Please mail with your payment to:

Stephen R. Craig
5380 Gulf of Mexico Drive #105
Longboat Key, FL 34228