

**RETRO MAINTENANCE LLC.**  
**420 EAST 66<sup>TH</sup> STREET SUITE 1F**  
**NEW YORK, NEW YORK. 10065**  
**MOBILE# [REDACTED] OFFICE# [REDACTED]**

*June 17, 2015*

*J Epstein & Co.  
9 East 71<sup>st</sup> Street  
New York, NY 10021*

*Dear Mr. Epstein,*

*Thank you for affording Retro Maintenance LLC. the opportunity to service your Building Maintenance needs. Retro Maintenance LLC. has been providing comprehensive janitorial care for the past 92 years. The cornerstone of our Company's success has been our attention to detail. Operations are clearly defined and constant-monitoring procedures strictly enforced.*

*Please, feel free to call me if you need any additional information. I will contact you to discuss any questions that you may have*

*Sincerely,  
Retro Maintenance LLC.*

*John Stadnyk  
President*

## **WINDOW CLEANING**

1. *We will apply, with lambs-wool applicator, detergent and water on pane glass windows, doors inside and outside and transom windows using high stick or ladders when needed.*
2. *Clean Exterior Skylight Windows remove detergent water with rubber squeegee and wipe down any water or drips on frames with clean towels.*
3. *Clean Exterior glass panels on the roof skylight using high sticks and high ladders when needed.*
4. *This Window Cleaning Service will be performed to the best of our ability and to your satisfaction.*
5. *There will be a sign in sheet for a representative of your facility to sign to record all Window Cleaning Services.*

## ***CONTRACTUAL AGREEMENT***

*This agreement is between Retro Maintenance LLC. and J Epstein & Co. where Retro Maintenance LLC. Agrees to provide Window Cleaning Services. Contractor will be responsible for the performance and work performed by our staff.*

*The workers and/ or supervisors shall ascertain that no entrance to the premises be left unlocked or unattended. Upon completion of all services all lights will be extinguished, windows closed, doors locked.*

**Restrictive Covenant:**

*The above mentioned client and its affiliates or subsidiaries in the State of New York agree to refrain from directly or indirectly soliciting our employees to work for them in a similar job classification for a 12 month period after they voluntarily leave our employ at your premises.*

**Duration:**

*This contract will run for 1 year and automatically renew unless written notice of termination is received. Quoted prices will remain unchanged for a six-month period unless additional services are requested or needed. Notification must be received via certified, return receipt mail. It is agreed that the following events shall take place before final notice of termination:*

1. *Upon initial dissatisfaction, written notice should be given to Retro Maintenance LLC. explaining in detail, the circumstances of such dissatisfaction.*
2. *A meeting will be arranged with a Retro Maintenance LLC. representative to do a site inspection of the premises, specifically focusing on problem areas.*
3. *A thirty-day timeframe to be allocated from the date of the site visit to allow Contractor adequate time to make all necessary provisions and changes needed to meet the Customer's satisfaction.*

## **CONTRACTUAL AGREEMENT cont'd**

### Charge:

*Prices include labor, materials, supplies, machines, supervision and insurance costs necessary for the completion of our services. All prices are subject to sales tax.*

*We will perform all of the Cleaning Services outlined in this proposal to the best of our ability and to your satisfaction for the sum of;*

***Skylight Window Cleaning: \$750.00***

***Skylight Acid Wash: \$ 1,150.00***

### Payment Terms:

*The aforementioned charge is to be paid when window cleaning services have been completed. Please make check payable to **John Stadnyk** Outstanding balances in excess of thirty (30) days shall be carried at a service charge of 5.5% per month but no less than \$15.00. All costs incurred by Retro Maintenance LLC. to collect outstanding balances to include, but not limited to, attorney fees, court fees, etc., shall be paid by the client.*

*In the event any client is in default of making monthly payments described herein, and such failure to pay continues for thirty (30) days, Retro Maintenance LLC. reserves the right to terminate this agreement, accelerating the sixty (60) day notice of termination in the contract.*

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**AUTHORIZED SIGNATURE  
SIGNATURE**

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**AUTHORIZED  
RETRO MAINTENANCE LLC.**

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**ACCEPTANCE DATE**

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**ACCEPTANCE DATE**