



**ASSET MANAGEMENT - TECHNICAL SERVICES
MENU OF SPECIAL SERVICES**

OTHER SERVICES:

CARPET AND UPHOLSTERY SHAMPOOING PREVENTIVE MAINTENANCE			
No.	Particular		Amount (PHP)
1	Chair	Low Back	140
		High Back	200
2	Sofa	Cushion Single	330
		Cushion 2-seater	400
		Cushion 3- seater	800
		Cushion 4-seater	1,000
3	Carpet	Cost Proposal	

ADVANTAGES: Periodic Carpet and Upholstery Cleaning	
1	Carpet/Upholstery cleaning eliminates trapped pollutants
2	Minimize pollutants caused by dust mites
3	Prevent mold growth
4	Extends the life of carpet/upholstery
5	Improves quality of air

MESSENGERIAL SERVICE	
	463.00 per Transaction

Note: This service is available during WEDNESDAY and FRIDAYS only

REMINDER TO OUR VALUED CLIENTS:

- For Inquiries or questions regarding our services, please contact us at Tel. No. 570-6982**
- Our Office Hours: Monday- Saturday 9:00 a.m.- 6:00 p.m., except Holidays.**
- Other requests are evaluated and assessed for cost proposals.
- All requests are scheduled on a "First Come First Serve" basis with a minimum of 24-hours lead time
- We acknowledge re- scheduling of confirmed service at least two hours before the confirmed appointment. New appointment will be subjected to the availability of slots.
- All materials, consumables, spares needed for the repair / restoration / rehabilitation of equipment/furnishings/areas shall be provided by the unit residents except when stipulated in the cost proposal
- During the delivery of service, SPMSI shall be allowed by the resident to use water, power and lighting facilities free of charge.
- Payments (cash and check) are made in the Building Administration Accounting Office.
- Check Payments should be payable to "Shang Property Management Services Inc."