



## JJ Cleaning Services

### Key Receipt Form

<b>Submitters Name</b>		<b>Submitters Job Title</b>	
<b>Company Name</b> (If applicable)		<b>Submission Date</b>	
<b>Property Address</b> (Including Postcode)			
<b>Contact Email Address</b>			

**A copy of this form will be sent to the above email address**

#### Please list all the names of the key/key's

E.g. (Kitchen keys x2, Office keys x5)

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#### Key/Key's Reference Numbers

E.g. (Key number 10393748)

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#### Key/Key's Access Locations

E.g. (Kitchen Key access for level 3 kitchen)

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#### **Key Receipt Agreement Statement**

JJ Cleaning Services takes full responsibility of the above listed keys. And acknowledges that we (JJ Cleaning Services) must return all property of the listed name above on termination of contact or agreement of termination. I (The Client) and we (JJ Cleaning Services) acknowledge that we must contact each other at the earliest conventions if any problems arise or any keys have been lost or misplaced. Using the below information. We (JJ Cleaning Services) accept that we must not post keys to or from the client address for security reasons. We (JJ Cleaning Services) accept that we will not write the client's address or telephone number on the key/keys fob/key ring etc. for security purposes. We (JJ Cleaning Services) accept that failure to return keys will make us personally responsible for the cost of replacement keys and/or locks. We (the client) acknowledge that we must submit confirmation that we have receiving all the listed above items. This must be done within 3 days of receiving the property. We (the client) must also submit a support ticket within 3 days if replacement of any keys/locks is required via the JJ Cleaning Services Support Center ticketing system located at: [www.JJCleaningServices.uk/support](http://www.JJCleaningServices.uk/support) or at: [www.JJCleaningServices.freshdesk.com](http://www.JJCleaningServices.freshdesk.com)



**Contact (JJ Cleaning Services)**

Website: [www.JJCleaningServices.uk/contact-us](http://www.JJCleaningServices.uk/contact-us)

Email: [Info@JJCleaningServices.uk](mailto:Info@JJCleaningServices.uk)

Tel: 0121 751 8515

Mobile: 07463 128266

**Contact us by post**

JJ Cleaning Services

77 Roma Road

Tyseley

Birmingham

B11 2JH

**Is there any further information or notes you would like to tell us?**

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**Acknowledgement and Signatures**

<b>Signed on behalf of JJ Cleaning Services</b>	
<b>Job Title</b>	
<b>Date Signed</b>	

**Acknowledgement and Signatures**

<b>Client Signature</b>	
<b>Job Title</b>	
<b>Date Signed</b>	