



client booking form

Thank you for choosing to recruit a concierge worker through SW1 Concierge4You. We are truly committed to helping you find the right person to work with you.

In order for us to efficiently match your requests to our wide range of concierge workers, we would be most grateful if you could complete all of the following booking form, by providing us with as much detail as you can.

Once you have reviewed your form and are happy with all the information you have given, you can either scan and email the form over to newbizcambs@sw1concierge4you.com or hand the completed form at your initial meeting with one of our consultants.

1. Personal details

Full name:

Address:

Postcode:

Email address:

Telephone number:

Mobile number:

Preferred method of contact:
(please delete clearly as appropriate)

email / telephone / mobile



1 **Registered office:** SW1 Concierge4You, 2nd Floor, 145-157 St John Street, London, EC1V 4PY.
t: 0845 409 4529 **e:** newbizcambs@sw1concierge4you.com

SW1 Concierge4You is a trading name of SW1 Communications Ltd.
Registered in England & Wales. Company number 6757949. VAT registration number 946 6748 69.

2. Concierge preferences

Do you have any preferences as to which type of concierge work you would like help with?

General household cleaning / garden maintenance / motor vehicle cleaning and valeting / pet sitting / house sitting / pet walking / key holding / window cleaning / accepting and/or collecting household deliveries, post and parcels
(please delete clearly as appropriate)

Please elaborate if necessary:

*(You may find it helpful to refer to our **concierge services** document to help you complete this section)*

Would you like concierge support on weekdays or weekends?

Would you like concierge support mornings / afternoons / evenings?
(please delete clearly as appropriate)

3. Vacancy particulars

Concierge vacancy title:

Duties and/or responsibilities:

Skills and/or experience sought:

Start date:

Duration of assignment:

Work particulars (days and hours or work):

Location of assignment (your property, someone else's property):

Reporting to:



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4. Property particulars

Size of property

Will anyone be at home? Yes / no

If yes, please specify:

Is the property alarmed? Yes / no
(If yes, the alarm code may be required)

Do you have any pets? Yes / no

If yes, please specify:

Number of rooms to be cleaned: one / two / three / four / five / six / seven / eight / nine / ten
(please delete clearly as appropriate)

Frequency of clean: two-weekly / weekly / fortnightly / monthly?
(please delete clearly as appropriate)

What types of floors are in the property?

marble / wood / granite / vinyl / tiles / other
(please delete clearly as appropriate and feel free to elaborate)

Insurance, if any, on expensive items:
(feel free to elaborate)

Size of garden:

Frequency of gardening: weekly / fortnightly / monthly?
(please delete clearly as appropriate)

What types of gardening would be required?

weeding / mowing the lawn / raking of leaves / watering / tending to indoor plants
(please delete clearly as appropriate)

Thank you.

We do appreciate you taking the time to tell us about your vacancy needs.

An SW1 Concierge4You consultant will be in touch with you once your booking form has been received.

We look forward to helping you fulfill your concierge needs!

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