



Information Guide

- ❑ Offering best services for public/clientele
- ❑ Prioritize clients' satisfaction to beneficial gains

Golden Brown Cleaning Service mission is to provide the best, efficient, personalized, quality cleaning service for our Clients in Residential, Commercial and Industrial. And deliver valuable, secure & satisfying cleaning work to our Contractor.

The easy steps to becoming a Contract Cleaner with G.B.C. Services:

- Read this booklet and ask our customer service officer any questions you may have about our services.
- Take this booklet home and consider the contents. Ask for assistance if necessary or see your Legal Advise.
- If you have any further questions about our service we will clarify them for you.
- Make a decision about the level of weekly work you require.
- Talk to us about the best way to start.
- A staff member will guide you through the signing up phase.
- A staff member will guide you with any equipment and training needs you may have.
- An orientation program will be set up for you to begin as a Contractor.
- One of our trained personnel will help you settle into your first job.

You're on your way!

Welcome to Golden Brown Cleaning Services:

During the 1990's a number of important State and Federal Government policy initiatives were put in place to ensure Australia remained internationally competitive. This made industries to restructure. As a result an increasing number of companies are maintaining their core activities and outsourcing for all other services including their cleaning needs.

Great opportunities are currently available for people who wish to enter the field of contract cleaning or who have cleaning experience and wish to work more independently as a cleaning contractor.

Added to these opportunities are companies increasing needs to have a regular technical cleaning service. Technical cleaning or the cleaning of office computer equipment – as an adjunct to an office cleaning service – is growing at the same rate that we as consumers are using computer equipment in our daily lives.

Golden Brown Cleaning Services provides the means for cleaners to increase their income, skills and add value to their businesses in a field that is developing rapidly.

Our team has the skills and expertise to assist you in developing your business so that you can take advantage of the growth, rewards and stability that contract cleaning now offers.

Amir Amini

Director
Golden Brown Cleaning Services

Golden Brown Cleaning Services team:

We are a dedicated cohesive team and we pride ourselves on creating excellent relationships with our Clients and Contractors.

- ***Director – Amir Amini***

Amir has wide experience in the cleaning industry, both general and technical. He has worked as a cleaner, supervisor and manager and has a superior knowledge of cleaning techniques and products. *Amir* has successfully run a profitable business and is willing to help others achieve their goals.

- ***Manager– Omar Gonzalez***

Omar have extensive experience in the operations and sales area. He has great understanding in customer service and negotiations with consumers. His efficiency in administration and excellent communication skills, ensure that our client and contractor records are up to date and correct procedure are conveyed without delay.

What Golden Brown Cleaning Services Provide:

We work for you the Contractor. We provide the cleaning work and needs for you according to the requirements you specify.

We have a Sales team with on the ground experience in cleaning who work to provide you with the level of work you require for your business. Our priority is to allocate the work to you, introduce you to the client and start you on the job as soon as practical.

What the Contractor does:

After a formal writing an agreement with G.B.C services, the contractor will provide a professional and efficient cleaning service to the client. The Contractor communicates with the client about the level of cleaning service the client requires according to the job specifications. On completion of the job the Contractor bills the client and the client pays the Contractor in full. We believe this is the most appropriate way in securing a Contract Cleaning Business.

Procedures in becoming a Contractor:

G.B.C. Services provides Professional Cleaners with access to profitable cleaning work.

A payment of \$5000 is required to enter on agreement with Golden Brown Cleaning services. This contributes to training, advertising, cleaning equipment and discounted cleaning needs. Note this is a one of Fee.

Benefits in becoming a Contractor for G.B.C services:

The following table illustrates how much money a Contractor can earn per week and over an agreed period of time. Our initial service fee is based on a Contractors average weekly earning over that period of time. The only other outlay is a small monthly administrative fee to cover the administrative work undertaken by us on behalf of the Contractor. There are no other fees after this.

The table below shows examples of average weekly earnings and approximately hours worked that week. The value of the contracted job and our administration Fee

Average Weekly Work	Aprox Hours Depends on experience & Capabilities	Agreement Period	Work Offer Value	1 Off Service Fee + GST	Monthly Admin Fee
\$ 100.00	4 - 5.00	2	\$ 10,400.00	\$ 1,560.00	15%
\$ 150.00	6 - 7.50	2	\$ 15,600.00	\$ 2,340.00	15%
\$ 200.00	8 - 10.00	2	\$ 20,800.00	\$ 3,120.00	15%
\$ 250.00	10 - 12.50	2	\$ 26,000.00	\$ 3,900.00	15%
\$ 300.00	12 - 15.00	2	\$ 31,200.00	\$ 4,680.00	15%
\$ 350.00	14 - 17.50	2	\$ 36,400.00	\$ 5,460.00	15%
\$ 400.00	16 - 20.00	2	\$ 41,600.00	\$ 6,240.00	15%
\$ 450.00	18 - 22.50	2	\$ 46,800.00	\$ 7,020.00	15%
\$ 500.00	20 - 25.00	2	\$ 52,000.00	\$ 7,800.00	15%
\$ 550.00	22 - 27.50	2	\$ 57,200.00	\$ 8,580.00	15%
\$ 600.00	24 - 30.00	2	\$ 62,400.00	\$ 9,360.00	15%
\$ 650.00	26 - 32.50	2	\$ 67,600.00	\$ 10,140.00	15%
\$ 700.00	28 - 35.00	2	\$ 72,800.00	\$ 10,920.00	15%
\$ 750.00	30 - 37.50	2	\$ 78,000.00	\$ 11,700.00	15%
\$ 800.00	32 - 40.00	2	\$ 83,200.00	\$ 12,480.00	15%
\$ 850.00	34 - 42.50	2	\$ 88,400.00	\$ 13,260.00	15%

Our Staff can probably tailor make a business set up plan that suits your particular circumstances. Please talk to us about your individual needs.

How we can assist you in starting your own Business:

- ***Finance:***

We offer assistance to all approved Contractors by providing loan for approved customer through Express Oz Capital Finance or assist with your bank and providing any key information they may require.

- ***Safety:***

Nothing is more important to GBC Services than the safety of its Contractors. We can accelerate the approval of Public Liability Insurance for you. Public Liability Insurance covers you for accidents on the job.

We also offer Safety guidelines in our free orientation programs for our Contractors.

- ***Equipment:***

In order to start cleaning you will need a basic cleaner's kit. We can provide you with expert advice on equipment and offer you best prices through ***Golden Brown Cleaning Supplies & Machinery*** and refer you to a number of reputable cleaning supply companies in the Melbourne metropolitan area.

- ***Training:***

We provide training on all aspects of commercial cleaning. Our free orientation program gives you information on safety, chemical use and the routines to use in cleaning to do an efficient and effective job in the minimum amount of time. Those Contractors who have experience in the cleaning profession can start immediately.

If you need training we offer 1 to 1 training courses for new Contractors. These training courses are undertaken at our offices and on the job. Our trainer goes with you to the job and provides you with training in all aspects of cleaning and any other assistance you may need to settle you in to the field. The fee for this service is \$300.00.

We can also offer you part time job. Minimum of 15 hours per week, for a period of 2 years and give you training by ***Learning Institute*** for 9 sessions (each session are for 3 hours per week). By completing this course you will get Certificate II & III in Asset Maintenance. A \$200.00 reward will be given in completion.

Equipment:

You will need a basic kit to begin.

We advise you on what you will need and provide you with Cleaning Supplier price lists to choose from. These price lists offer by ***GB Supplies & Machinery***. That way you can save.

The kit described below provides you with all the equipment you will need to do most office work including the windows.

NO	ITEM	APROX PRICE
1	Back Pack Vacuum Kit (Pullman AS)	\$ 280.00
2	Mop Bucket (Plastic Bucket & Top Metal)	\$ 25.00
3	Mop Heads Colour Code	\$ 11.00
4	Cotton Mop	\$ 4.50
5	Plastic Bucket	\$ 1.50
6	Duster With Extension	\$ 3.50
7	Dust Pan & Banister Set	\$ 4.50
8	Jumbo Broom	\$ 28.00
9	Toilet Brush	\$ 2.00
10	Scrubbing Brush	\$ 28.00
11	Widow Washer	\$ 25.00
12	Window Squeegee	\$ 25.00
13	Window Squeegee Extension Pole	\$ 50.00
14	Window Scraper	\$ 8.00
15	All Purpose Detergent (5 Litters)	\$ 13.00
16	Spray & Wipe	\$ 4.00
17	Garbage Bags/Bin Liner (27 Litters)	\$ 17.50
18	Chux Wiper	\$ 18.00
19	Scourers	\$ 1.00
20	Dusting Cloth	\$ 1.50
21	Disposable Gloves	\$ 5.00
22	Heavy Duty Cleaner (Ajax Gel)	\$ 3.00

The Special Benefits of GBC Services:

Our team has on the ground experience in cleaning. This means that you as a contractor can have access to information and advice at your fingertips. Our sales team are experienced cleaners. This means that someone who knows cleaning has estimated any job before you are called out to do it.

We are experienced in dealing with the client. This means that we have your interests at heart when we are working with the consumer. We can provide you with the best and most economical advice on products and materials.

We know cleaning.