

## Post-Sale Meeting

To be added to Salesforce by Director (Before starting job):

Ask the client who on their team will be the main contact.

Ask who will be expected to provide consumables & supplies/equipment on the job.

Identify the location of the supplies closet/storage area.

Confirm the official start date.

Inform the client that we'll be doing an "orientation day" to ensure a smooth transition before service begins.  
Determine a convenient schedule time.

If supplies like carts, garbage cans, etc. are being ordered, set them up a day before.

Inform the client who will be their QFS contacts. Provide a contact card.

Give company promotional items as small gifts.

Determine if client has a uniform preference, or default to QFS.

Ask about appropriate access levels to enter the facility.

Ask if there are additional keys, or a Janitorial closet, etc.

Ask about alarm system access.

Discuss their internal clock-in system.

Ask where and to whom the Inspection reports should be submitted.

If applicable, ask how communication with tenants should be handled.

Ask which are the trash pick up days / public or private (NYC division).