



A Customized  
**MAINTENANCE SERVICE PROPOSAL**  
prepared for

**FCERA**



**COVERALL**  
CLEANING CONCEPTS®

**Inc.**  
**500**

**Kong Vang**  
Account Manager

**Coverall of Mid-State California**  
1713 Tulare  
Suite 107  
Fresno, CA 93721-2528  
[www.coverallusa.com](http://www.coverallusa.com)

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## The Problem: Lack of Professionalism in Commercial Cleaning

Recurring problems in this industry include:

1. Inconsistent service and untrained workers.
2. No supervision to ensure quality.
3. No contact person for service requests.
4. Lack of management concern for customer satisfaction.
5. Account cancellations due to poor quality of labor.

## The Solution: COVERALL Cleaning Concepts®

**COVERALL** believes in establishing long term relationships built on a solid foundation of superior services, expertise, communication and innovative solutions. Our highly trained personnel, quality cleaning methods and dependable work schedules come together to form a successful commercial cleaning program *that works*.

### COVERALL Resources

**COVERALL** has invested in a comprehensive training program and an extensive support system, which includes quality control systems, customer relations' services and billing and collection services. We also provide volume purchasing power and a state-of-the-art equipment package.

### Commercial Cleaning Professionals

**COVERALL** has established an industry-wide reputation for its unbeatable service record. This is attributed to an owner-operated system made up of Franchise Owners who have a vested interest in providing the best service possible. Your satisfaction is a testament to their success.

These self-motivated individuals are *true* cleaning professionals.

### The Growing Move to COVERALL Commercial Cleaning

More than 6,000 industrious men and women have become **COVERALL** franchise owners. Together, they provide the highest quality commercial cleaning services to over 32,000 customer accounts worldwide.

Small and large office buildings, industrial complexes, medical facilities, banks, department stores and corporate headquarters are among the many accounts we serve. Their size ranges from just 1,000 to over one million square feet. Yet, they all possess one common requirement that **COVERALL** consistently provides - *the best quality cleaning service at the most reasonable price.*



## **Important facts about COVERALL services**

### ■ Training

**COVERALL** Franchise Owners receive comprehensive training and continuous education on the latest commercial cleaning techniques as well as proper equipment and product usage—all with the interest of providing consistent quality and state-of-the-art services.

### ■ Quality Control

Our Quality Assurance Department will perform daytime inspections of your workplace at your convenience. This practice helps maintain **COVERALL**'s high standards and encourages feedback from our customers.

### ■ Cleaning Schedules

All cleaning operations are generally performed after business hours and on weekends. However, we can also accommodate your daytime cleaning needs.

All initial or special cleanings are arranged to meet your scheduling requirements.

### ■ Communications

Communication is the driving force that keeps our system running smoothly, day-in and day-out. We have several ways to communicate with you, each individually suited according to your specific business needs. These are as follows:

**Phone Support:** We work when you work - so we'll be available when you need us. Our **COVERALL**<sup>®</sup> Regional Support Centers can assist you with any cleaning matters during regular business hours.

**Paging System:** Our franchise owners are accessible 24 hours a day via their beepers or cell phones. This tool assures rapid response both in emergency situations or simply to make a special request.

**Log Book:** You can also communicate questions or comments to your franchise owner via **COVERALL**'s log book. The franchise owner checks the log book daily, and signs it after each cleaning.

### ■ Insurance

**COVERALL** provides one of the strongest insurance protection plans available in the cleaning industry. This will give you the confidence of knowing that the safety and security of your facility is backed by an extensive insurance coverage policy, which encompasses \$2,000,000 general liability coverage as well as a \$100,000 janitorial bond.

Special Issue

**Inc.**

**500**

**America's Fastest-Growing  
Private Companies**

CONGRATULATIONS TO  
**Coverall of Mid-State  
California  
No. 382**

## Melton Franchise Systems No. 382

**96.7% Annual Growth 483% Total Growth**

**2003 Revenue: \$7 million**

**Employees: 25 Carpinteria, Calif.**

For as little as \$1,500 down, folks who want to own their own business can buy a Coverall Cleaning Concepts janitorial services franchise from this company. Total fees range from \$11,000 to \$25,000, covering the training program, equipment, supplies, and active accounts. The parent company handles billing, collections, sales, marketing, and a lot of customer service. Coverall franchisees include Hmong and Latino immigrants, CEO Mark Melton reports.

**Company Profile** Why is Coverall of Mid-State California unlike every other commercial cleaning service? No janitors!! Our clients (more than 2,000) want their building to reflect the quality and professionalism of their companies—from the smallest office detail to the overall appearance of their corporate facilities. They want reliable, consistent service; free of the hassles and problems inherent with most cleaning contractors due to constant turnover of untrained employees. Coverall's solution: we don't hire janitors; rather a network of over 250 local Coverall franchise owners provides service to our customers. Ownership is the key. Coverall franchise owners are committed. Every franchisee invests their own money to purchase a business and must complete a month-long certification-training program on the latest cleaning techniques and technologies prior to starting their Coverall business. Coverall franchise owners receive advanced training in carpet cleaning, window washing, vinyl and hard floor care, and more, thus offering Coverall clients a full range of high quality building maintenance services.

**Testimonial** Our Coverall Marketing Consultant met with me two years ago, and customized a cleaning proposal for us that saved us money and dramatically improved our service.

Our franchise owner comes in to clean three nights a week, and does a better job than our old janitors did when they cleaned five nights a week. I never have to think about or worry about the cleaning anymore, the job gets done without me having to manage or supervise the Coverall franchise owner.

We periodically need special services in our facility, and our franchise owner can be counted on to provide these services also. It is great to have one vendor for all our cleaning needs, and we would recommend Coverall to other companies as well.

Jim Michael, Quinn Engine Systems

# Inc. 500

### About the Inc. 500

Currently in its 23rd year, the Inc. 500 is *Inc.* magazine's renowned annual ranking of the fastest-growing privately held companies in the United States. These turbo-charged enterprises are the pulse of the real economy. They are fast-growth success stories that cross a wide range of sectors from consumer products, financial services and retail to high-tech hotbeds such as software, computers and electronics, and telecom. Microsoft, Timberland, Oracle, The Sharper Image, E\*Trade, and Domino's Pizza are just a few of the corporate superstars that have graced the Inc. 500 list.



### Coverall of Mid-State California

**Los Angeles County**  
Local: (818) 238-9313  
Fax: (818) 238-9323

**Central Coast**  
Local: (805) 684-8850  
Fax: (805) 684-7808

**Central Valley**  
Local: (559) 266-5626  
Fax: (559) 266-5625

Website: [www.coverall.com](http://www.coverall.com)

# *Areas To Be Serviced:*

## **FCERA**

- **Reception Area**
- **Lobby**
- **Work Station**
- **Private Offices**
- **Hallways**
- **Break Room**
- **Copy Room**
- **Restrooms**
- **Board Room**

# COVERALL'S WORK SCHEDULE

## I. OFFICES, ENTRANCES, RECEPTION AREAS, HALLWAYS, CONFERENCE ROOMS, ETC.

- Dust & clean all fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units & window ledges. Spot clean doors, doorframes and light switches, spot clean walls, properly position furniture in offices.  
Comments:  
5 Times per week
- All waste paper receptacles emptied and trash taken to a designated area in the building for storage or removal. Replace liners from customer stock as necessary.  
Comments:  
5 Times per week
- Clean and sanitize drinking fountains & water coolers.  
Comments:  
5 Times per week
- All telephones cleaned and sanitized.  
Comments:  
1 Time per week
- Damp wipe all high and low shelves, surfaces and corners beyond the reach of normal dusting (up to 10'). Dust all pictures frames.  
Comments:  
1 Time per month
- All fabric type furniture vacuumed. Wipe down plastic and leather furniture.  
Comments:  
1 Time per month

- All wood office furniture, desks, credenzas, shelves, etc. polished with the highest quality furniture polish. 1 Time per month  
Comments:
- All chrome chairs and table legs cleaned and polished. 1 Time per month  
Comments:
- Dust all venetian blinds. 1 Time per month  
Comments:
- Dust light fixtures and ceiling vents. 1 Time per month  
Comments:

## II. FLOORS, CARPET, TILE, CONCRETE

- Vacuum traffic lanes thoroughly. 5 Times per week  
Comments:
- Detail vacuum carpet edges & corners and under desks. 1 Time per week  
Comments:
- All ceramic and resilient floor areas dust mopped. 5 Times per week  
Comments:
- All ceramic and resilient floor areas damp mopped. 5 Times per week  
Comments:

## III. KITCHENS, CAFETERIAS, LUNCH ROOMS, COFFEE AREAS

- All kitchen counters, tables and sinks cleaned with an approved disinfectant. 5 Times per week  
Comments:



#### IV. RESTROOMS

- Clean and polish all dispensers and fixtures. Clean and disinfect washbasins, toilet bowls and urinals. 5 Times per week  
Comments:
- Spot clean tile walls and toilet partitions. Wash all restroom floors with a germicidal solution. Pour disinfectant cleaner down floor drains to prevent entry by sewer gases. 5 Times per week  
Comments:
- All restroom partitions washed and cleaned with a germicidal detergent. 5 Times per week  
Comments:
- Polish all metal and mirrors. 5 Times per week  
Comments:
- Restock soap, towels, tissue, sanitary napkins & seat cover dispensers from customer inventory.\* 5 Times per week  
Comments:

\*Note: Coverall will monitor inventory and order supplies on an "as needed" basis. Please refer to the enclosed supply price list for details.

#### V. FLOOR MAINTENANCE, CARPET, TILE, ETC.

- Spot clean carpets. (If carpet initially cleaned by Coverall and re-cleaned annually.) 5 Times per week  
Comments:
- Bonnett carpets. Quote Available Upon Request  
Comments:
- Steam clean carpets. Annually  
Comments:
- Buff and polish all ceramic and resilient floor areas. Quote Available Upon Request  
Comments:

■ Scrub and recoat all ceramic and resilient floor areas. Quote Available  
Comments: Upon Request

■ Strip and refinish all ceramic and resilient floor areas. **Annually**  
Comments:

## VI. WINDOW CLEANING

■ Clean entrance door glass; remove smudges and fingerprints. 5 Times per week  
Comments:

■ Monitor & spot clean inside partition glass. 5 Times per week  
Comments:

■ Clean inside partition glass (both sides). **1 Time per month**  
Comments:

■ Clean Exterior Windows. **Quarterly**  
Comments: **Quarterly Exterior Side walk Pressure Washing**

## VII. CLOSING INSTRUCTION

■ Clean and organize janitor closet. 5 Times per week  
Comments:

■ Turn off designated lights. 5 Times per week  
Comments:

■ Lock doors & windows and set alarms as instructed. 5 Times per week  
Comments:

## VIII. Quality Assurance

■ Coverall to perform pro-active inspections or quality assurance phone calls. **1 Time per month**  
Comments:



**Cleaning Agreement**

The Undersigned ("CUSTOMER") hereby accepts the proposal of Melton Franchise Systems, Inc., doing business as Coverall of Mid-State California ("COVERALL"), and the parties agree that COVERALL will supply Janitorial Services for CUSTOMER's premises located at:

Name: FCERA  
Address: 1713 Tulare St # 107  
City: Fresno State: Ca. Zip: 93721

upon the following terms:

- COVERALL's service charge will be \$ 1,336.00 per month, to include 5 time(s) per week service. The Janitorial Services are to be performed in the evening. CUSTOMER will provide keys and alarm codes for access to the building(s). Service starting date: \_\_\_\_\_
- The undersigned warrant and represent that they have full authority to enter into this Agreement, and that it will be binding upon CUSTOMER and their successors and assigns.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

- Included in the service charge will be cleaning services, cleaning supplies, and equipment which will be furnished by the COVERALL franchisee. The service charge does not include liners, paper supplies and toiletries, which can be provided, at CUSTOMER's expense, at competitive prices. The service charge also does not include any use tax, tax on sales, services or supplies, or other such tax, which taxes shall be paid by CUSTOMER. CUSTOMER agrees to reimburse COVERALL the amount of any such taxes if paid by COVERALL on CUSTOMER's behalf.
- All Janitorial Services specified in the attached Work Schedule and Areas to Be Serviced will be provided to CUSTOMER in a satisfactory manner.
- CUSTOMER acknowledges that COVERALL will delegate all Janitorial Services to be performed hereunder to a COVERALL franchisee and/or subcontractor. All COVERALL franchisees have successfully completed COVERALL's comprehensive training program and are required to carry insurance and a janitorial bond as specified on the attached certificate of insurance.
- The term of this Agreement is for a period of one (1) year. This one-year period shall begin on the date services are scheduled to begin. This Agreement shall automatically extend for additional one year periods, unless at least thirty (30) days prior to each anniversary of the date services are scheduled to begin, either party gives the other written notice of its intent not to renew.

If a party to this Cleaning Agreement fails to perform according to its obligations hereunder ("the non-performing party"), the party claiming non-performance ("the claiming party") will send the non-performing party written notice by certified mail, specifying the manner of non-performance. This notice will provide that the non-performing party will have fifteen (15) days from receipt of the notice of the notice to cure or correct the items of non-performance. If these items have not been cured or corrected within this fifteen (15) day period, the claiming party may then terminate this Agreement by sending the non-performing party a thirty (30) day written notice of termination.

Coverall may, but shall not be obligated to, terminate this Agreement immediately for non-payment by CUSTOMER for cleaning charges due hereunder. Time shall be of the essence for the periods set forth in this Paragraph 6.

Prepared for COVERALL by: KONG VANG Date: 6/15/06



**PRODUCER**  
Exchange Underwriters, Inc.  
121 West Pike Street  
Canonsburg PA 15317  
Phone: 724-745-1600 Fax: 724-745-0224

**INSURED**  
Melton Franchise Systems Inc.  
Coverall Mid-State California  
6430 Via Real, Suite 5  
Carpinteria CA 93013-2915

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	Peerless Insurance Co.	24198
INSURER B:	Hartford Fidelity	19862
INSURER C:		
INSURER D:		
INSURER E:		

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CBP9776957	09/01/05	09/01/06	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
A		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CBP9776957	09/01/05	09/01/06	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
A		<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$	CU9778057	09/01/05	09/01/06	EACH OCCURRENCE	\$ 5000000
						AGGREGATE	\$ 5000000
							\$
							\$
							\$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS	
						OTH-ER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
B		<b>OTHER</b> Emp. Dishonesty	40BDDDC7563	11/01/05	11/01/06	Limit	\$100,000
						Deduct.	\$5,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Participating franchisees are covered for General Liability and Bond.  
Certificate holder is named as additional insured as respect to General Liability.

**CERTIFICATE HOLDER**

EVIDENC

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Deane Merriuk*

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID KB  
MELTFR1

DATE (MM/DD/YYYY)  
01/20/06

**PRODUCER**  
Moody & Associates, Inc.  
www.moodyinsurance.com  
22601 Gateway Center Drive  
Clarksburg MD 20871-2002  
Phone: 301-417-0001 Fax: 301-417-0040

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

**INSURED**  
Melton Franchise Systems, Inc.  
dba: Coverall of Mid-State  
California  
6430 Via Real #5  
Carpinteria CA 93018

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	First Liberty Insurance Corp.	33588
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COM/POP AGG	\$
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
A		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC6-551-286607-015 DERRMI1	12/31/05	12/31/06	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do NOT  
send to the IRS.

**Please print or type**

Name (If a joint account or you changed your name, see **Specific Instructions** on page 2.)  
**Melton Franchise Systems, Inc.**

Business name, if different from above. (See **Specific Instructions** on page 2.)  
**Coverall of Mid-State California**

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other ▶

Address (number, street, and apt. or suite no.)  
**6430 Via Real #5**

City, state, and ZIP code  
**Carpinteria, CA 93013**

Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Social security number

--	--	--	--	--	--	--	--	--	--

OR

Employer identification number

9	1	1	8	1	9	4	5	6
---	---	---	---	---	---	---	---	---

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

### Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

### Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here      Signature ▶      Date ▶

**Purpose of form.** A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, IRS prefers you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons **must** use an appropriate Form W-8.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive **will** be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Sample Customer List

**Here are just a few of Coverall's many happy customers. Please feel free to call them. We hope this helps in your decision to choose Coverall for your cleaning needs.**

Central Valley Chrome Plating 1023 Hoblitt Ave Clovis Ca.  
Kathy Booyey 559-299-8094

Central Valley Community Bank. All locations  
Diane White 559-842-2265

Randhawa Pediatrics 2900 Fresno St. # 105 Fresno 93721  
Dr. Pettel 559-485-5000

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