Email Proposal for pool service

Good Morning (afternoon) {name},

Frist Paragraphs: Insert a little bit about your company information and the service technician.

Your Current Pool Chemistry Readings (take readings this is just an example):

|  |  |  |  |
| --- | --- | --- | --- |
| Chlorine: | 9.99 | PPM | (Ideal 1.0 – 5.0 PPM) |
| PH: | 9.99 | PPM | (Ideal 7.5 PPM) |
| Alkalinity: | 999 | PPM | (Ideal 90 PPM) Low Alkalinity Causes Plaster Etching |
| Calcium Hardness: | 999 | PPM | (Ideal 350 PPM) |
| Cyanuric Acid: | 999 | PPM | (Ideal 50 PPM) Not enough to keep chlorine in pool water promoting algae. |
| Copper: | 9.9 | PPM | (Ideal >.3 PPM) |

Thank you for allowing us the opportunity to quote your swimming pool maintenance needs for a pool of your size the rate to maintain your pool is $XX + tax per month(if in TX), and we provide service every week and includes the following:

•             Weekly visits on a scheduled day (day could vary due to weather conditions or holiday)

•             Empty each skimmer and pump basket

•             Brushing walls and flat services of pool

•             Net Large debris

•             Vacuum small visible debris as needed

•             Inspect filter pressure, pumps, and water features for any issues

•             Empty the cleaner bag (if present)

•             Check water flow

•             Perform water chemistry analysis and balance (basic chemicals are included to adjust PH, Chlorine, and Alkalinity)

* Quarterly algae prevention and water harmonizing borate treatment are included in the service rate.
* Quarterly pool inspections to maintain equipment records and provide visibility of aging pool and equipment.
* Report any problems when found to the customer via electronic weekly service record or phone call

***\*Normal wear items such as skimmer doors, baskets, or cleaner bags will be replaced and charged accordingly when needed.  Once the item is replaced, we will leave the broken or worn item with the service record.***

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Note - Homeowner is responsible for maintaining:

* Water levels, water must be a minimum of 2” into the skimmer
* Baskets between visits if excessive foliage is present to maintain proper water circulation

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This rate is based on a 4-week month (48 total visits) and is the same each month, whether it is a 4 or 5 week.” This structure offsets irregular invoicing if there is a 5th service date within a month, or we cannot provide service for inclement weather, disasters, or closed holidays.

To maintain proper circulation and filtration, D.E. Filters will be cleaned no less than 2x per year, Cartridge Filters will be cleaned no less than 3x per year at rate of $XX plus tax (price does not include replacement of any broken or worn components.)

·         Completely Disassemble Filter

·         Clean each component individually

·         Clean Tank basin

·         Lubricate Tank O-ring

·         Reassemble components

Invoicing is done on the first of each month for that month's service and is due by the 15th.  We accept Visa, Master Card, cash, or check.  You can also elect to have a credit card on file for automatic withdrawal on the first of each month. Online payments are available through your invoice for either credit card or bank transfer.

We are month to month cancel at any time with a 30-day notice. We do have a service agreement to be signed that will outline everything discussed in this email.

We currently are warranty service providers for Zodiac (Jandy).

We are licensed and insured to perform all mechanical and non-mechanical repairs. We also do pool renovations and resurfacing.

If you have any questions or would like to get started, give us a call or reply to this email.

We look forward to partnering with you in all your pool care needs.