

EXECUTIVE LAUNDRY PRO – SERVICE PARTNER ONBOARDING

Executive wash, dry & fold service for high-end executives

Executive Laundry Pro partners with independent laundry service providers who can complete wash, dry, and fold orders in the comfort of their own home.



HOME-BASED FLEXIBILITY

Work from home on your own schedule with the flexibility that fits your life and commitments.



PREMIUM CLIENT CARE

Deliver attentive, detail-oriented service that meets the high expectations of executive clients.



WASH • DRY • FOLD

Specialize in clean, neatly folded laundry—handled with care from start to finish.



WELCOME TO EXECUTIVE LAUNDRY PRO

Your attention to **care, presentation, reliability, and privacy** helps deliver a premium laundry experience for executive clients.



1. ROLE & HOME-BASED SERVICE MODEL

Independent service partners work from their own home and provide wash, dry, and fold service for high-end executive clients.

WHAT YOU WILL DO

1.

Receive the assigned laundry order and service instructions.

2.

Inspect items and follow the care instructions provided.

3.

Wash and dry garments with care in a clean, controlled home workspace.

4.

Fold garments neatly and prepare the completed order for the next approved handoff.

HOME WORKSPACE EXPECTATIONS



Clean and organized laundry area.



Washer and dryer in reliable working condition.



Separate handling of client orders.



Secure storage while items are in your care.



Consistent attention to garment care and presentation.



Service partners must be able to complete the work **safely, reliably, and professionally** from their own home.



2. EXECUTIVE SERVICE STANDARDS



CARE

Follow garment instructions and handle every item deliberately.



CLEANLINESS

Maintain a clean workspace and clean handling practices.



PRESENTATION

Fold completed laundry neatly and consistently.



PRIVACY

Respect client confidentiality and do not photograph, share, or discuss client items.



RELIABILITY

Communicate promptly about questions, delays, damage, or service concerns.



**Premium clients
expect premium care.**

BEFORE YOU BEGIN

- ☐ Workspace ready
- ☐ Equipment ready
- ☐ Care instructions reviewed
- ☐ Order separated
- ☐ Questions resolved





EXECUTIVE
LAUNDRY PRO

PREMIUM WASA, FOLDED TO PERFECTION.



3. SERVICE PARTNER APPLICATION & ACKNOWLEDGMENT

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Legal Name



Preferred Name



Address



Phone



Email



Emergency Contact



Home Laundry Workspace Description



Washer Brand/Model



Dryer Brand/Model



Experience with Laundry or Hospitality Service



Professional References



I understand that Executive Laundry Pro provides premium wash, dry, and fold service for high-end executive clients. I agree to maintain a clean workspace, handle client items with care and discretion, communicate professionally, and follow the service instructions provided for each order.



APPLICANT SIGNATURE



DATE



OPL / EXECUTIVE LAUNDRY
PRO REVIEWER



I CAN PROVIDE

- ☐ A clean, organized home workspace
- ☐ Reliable washer and dryer access
- ☐ Consistent wash, dry, and fold service
- ☐ Professional communication
- ☐ Confidential handling of executive client items



☐ Approved

☐ Pending

☐ Additional information requested