



VENDOR PACKET

Sheen Exterior Co.

Commercial exterior cleaning, with a photo report after every visit.

Vendor setup at a glance

Everything your accounts payable or vendor onboarding team usually asks for, in one place. If your company uses its own vendor forms or portal, send them to us and we'll complete them.

LEGAL NAME	Kaizen Crest Services LLC, doing business as Sheen Exterior Co.
ENTITY	Utah limited liability company
BASED IN	Lehi, Utah
CONTACT	Allen Chiu, Owner Call or text 385-513-8388 · info@sheenexterior.com · sheenexterior.com
TAX ID	On our signed W-9, sent with your vendor setup
INSURANCE	We confirm coverage and send the certificate before any work starts.
INVOICES	By email, showing your PO number, the service date and a link to that visit's photo report. Pay online from the invoice link.
SCOPE	A written scope sheet, agreed at the quote visit. Any change is confirmed in writing before the work is done.

DOCUMENTS WE SEND FOR VENDOR SETUP

SIGNED W-9

CERTIFICATE OF INSURANCE

SCOPE SHEET

WASH-WATER PLAN

Services

Building exteriors

Soft washing for retail, office, medical and HOA clubhouse buildings.

Concrete

Sidewalks, plazas, entries, curbs and covered parking areas.

Parking garages

Scheduled around the hours your tenants park the least.

Spot work

Gum, graffiti, rust, oil stains, efflorescence and fire-lane washing, quoted on site and added to a scheduled visit.

Site programs

Storefront walks, entries, dumpster pads and drive-thru lanes, handled in one scheduled visit, monthly or quarterly.

Gas stations and c-stores

Pump islands, canopies and the areas customers walk through.

Fleet washing

Box trucks and service vehicles, washed at your yard.

HOW EVERY VISIT WORKS

What you can count on

A photo report after every visit

Dated before-and-after photos you can forward to your board, owner or regional manager.

Texts, not phone tag

A text before we arrive and when we finish. You can reply to the same number.

Wash water handled

Storm drains are protected. Wash water is captured wherever it would reach a drain, such as dumpster pads, drive-thrus, garages and fleet yards. A written wash-water plan comes with every proposal.

Scheduled around you

Visits are planned around your tenants, open hours and deliveries.

What your photo report looks like

Visit report

COMPLETED

Your property name · Service date and time · Technician

BEFORE · DUMPSTER PAD

AFTER · DUMPSTER PAD

BEFORE · ENTRY WALK

AFTER · ENTRY WALK

Notes: anything we saw that you should know about, such as damaged concrete or a clogged drain.

Next visit: the date of your next scheduled visit.

Example layout. Your reports show photos of your own property.

START HERE

A free quote visit

About 45 minutes on site, with no obligation. We walk the property with you and give you a written price before we leave. Book at sheenexterior.com, or call or text 385-513-8388.



SCAN TO BOOK