



Gramly Construction
I N C O R P O R A T E D

Dear Homeowner,

As part of our commitment to providing you with highly personalized service, we have recently implemented a new system for proactive home maintenance. By offering regular home maintenance services, we can help you mitigate the potential for costly repairs to key systems and areas in your home.

Attached you will find a Client Service Request Form. Simply return via email with your comments. We suggest you do a walkthrough of your home every six months using this form and marking areas of concern. Upon request, we would be more than happy to assist you with this walkthrough, as to not miss any issues that might need attention. Once we receive your service request, we will contact you to schedule an in-home consultation to review necessary repairs. Should you experience unexpected problems and require immediate attention, we do offer 24-hour services.

We appreciate the opportunity to provide you with high quality construction and home repair services. Please don't hesitate to contact me directly should you have any questions regarding this Client Service form.

Best regards,

Mike Gramly
President



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CLIENT SERVICE REQUEST FORM

Date:	
Homeowner(s):	
Address:	
Phone Number:	
Service Area	Problem Description
Doors/Handles/Windows	
Appliances	
Flooring	
Roof/ Waterproofing	
Air Conditioning/Filter	
Fire Places	
Plumbing: Sink/Faucet/Toilets	
Electrical: Lights/Plugs/Switches	
Painting	
Drywall	
Cabinetry/Countertops	
Concrete	
Drafty Areas	
Other	

THANK YOU

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