



**FALCON**  
CAR CARE LIMITED

Specialised  
Vehicle Valeting  
tailored to  
your needs

specifications

FALCON CAR CARE

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Regent House, Bath Avenue,  
Wolverhampton WV1 4EG.  
TELEPHONE: 01902 810092  
FAX: 01902 810093

## Used Car Full Valet & Used Commercial Valet

- Degreasing complete engine compartment including underside of bonnet with the use of high-pressure equipment
- Wash compartment with specialised chemicals to remove all traces of degreasing agent, discolouration and impacted contamination
- Remove all loose mats from interior and boot compartment
- Remove spare wheel and tools
- Scrub headlining (where necessary), sun visors, parcel shelves, dashboard, seats, carpets and door panels using specialised detergents
- Treat interior upholstery and fascia with specialised dressings where necessary
- Clean all ashtrays, glove compartments and side pockets
- Clean steering wheel, gear stick, handbrake and all interior chrome fittings
- Clean all aluminium scuff plates
- Clean all pedals and rubber mats
- Degrease spare wheel and re-stain tyre if necessary
- Clean all paintwork in boot compartment
- Refit spare wheel and tools
- Affix stickers as specified
- Clean all interior windows and mirrors
- Vacuum all carpets and upholstery
- Wash all exterior paintwork and degrease doorshuts
- Remove all hub caps and wheel trims and wash wheels with specialised detergent
- Polish bodywork and doorshuts if necessary
- Polish all exterior windows
- Refit wheel trims and hub caps and re-stain tyres
- Sheen all rubber and plastic trims



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## Used and New Recleans

Carry out the level of reclean as per individual customers requirements

For example:

### Wash, Leather and Vacuum

- Wash and leather exterior of vehicle
- Vacuum interior of vehicle

### Wash, Leather, Vacuum , Windows, Tyres

- Wash and leather exterior of vehicle
- Vacuum interior of vehicle
- Clean all interior and exterior windows
- Re-stain tyres with appropriate chemicals

### Wash, Leather, Vacuum , Windows, Tyres, Bodywork

- Wash and leather exterior of vehicle
- Vacuum interior of vehicle
- Clean all interior and exterior windows
- Re-stain tyres with appropriate chemicals

## Site Maintenance

- Wash and leather exterior of vehicle, up to 25 vehicles per day
- To include a proportion of demonstration vehicles
- Sweeping of site area including valet bay house keeping
- Supply of clean and shine, tyre sheen, leathers and sponges





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## **New Car Full Valet and New Commercial Valet**

- Wash and clean exterior including removal of any residual waxes with high-pressure equipment
- Remove manufacturer's protective tape and chalk mark
- Remove all labels and chalk marks
- Vacuum interior including boot compartments
- Clean steering column, fascia, parcel shelf, ashtrays and glove compartments
- Clean and polish all windows inside and out
- Affix stickers as specified
- Wash, leather and polish all exterior bodywork including doorshuts
- Clean and polish all exterior brightwork and mirrors
- Clean and polish wheels and trims and re-stain tyres

## **Trade Cleans**

- Remove all loose mats from interior and boot compartment
- Treat interior upholstery and fascia with specialised dressings where necessary
- Clean all ashtrays, glove compartments and side pockets
- Clean steering wheel, gear stick, handbrake and all interior chrome fittings
- Clean all aluminium scuff plates
- Clean all pedals and rubber mats
- Clean all interior windows and mirrors
- Vacuum all carpets and upholstery
- Wash all exterior paintwork and degrease doorshuts
- Remove all hub caps and wheel trims and wash wheels with specialised detergent
- Polish bodywork and all exterior windows
- Refit wheel trims and hub caps and re-stain tyres
- Sheen all rubber and plastic trims





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## **Machine Polish**

- Restore lustre to dull paintwork by the use of an electric polishing machine

## **T Cut**

- Application of light rubbing compound to remove surface scratches on required panels

## **Total Protection (Supaguard)**

- Application of Paint Protection product as per manufacturers' instructions  
(Product to be supplied by customer)

## **Remove of Decals - Desticker**

- Remove all stickers
- Use of appropriate chemical to remove any traces of remaining sticker glue  
(May require T Cut authorisation)



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## **Service Wash**

Carry out the level of Service Wash as per individual customer requirement.

For example:

### **Service Wash Daily Rate Duties**

- Service Wash up to 25 vehicles per day dependant on specifications required on site
- Rate based on 8 hour day

### **Service Wash/Leather/Vac/Spray Air Freshener**

- Wash and leather exterior of vehicle
- Vacuum interior of vehicle
- Spray air freshener

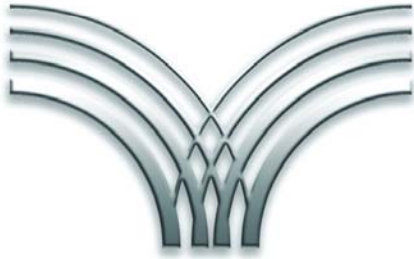
### **Service Wash/Leather/Vac/Spray Air Freshener/Windows**

- Wash and leather exterior of vehicle
- Vacuum interior of vehicle
- Clean all interior and exterior windows
- Spray air freshener

### **Service Wash/Leather/Vac/Air Freshener/Tyres**

- Wash and leather exterior of vehicle
- Vacuum interior of vehicle
- Re-stain tyres with appropriate chemicals
- Spray air freshener





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**BODYSHOP**

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## **A Valet (Bodyshop) Full Used Valet**

- Degreasing complete engine compartment including underside of bonnet using high-pressure equipment
- Wash compartment with specialised chemicals to remove all traces of degreasing agent, discolouration and impacted contamination
- Remove all loose mats from interior and boot compartment
- Remove spare wheel and tools
- Using specialised detergents scrub headlining (where necessary), sun visors, parcel shelves, dashboard, seats, carpets and door panels
- Where necessary treat interior upholstery and fascia with specialised dressings
- Clean all aluminium scuff plates
- Clean all ashtrays, glove compartments and side pockets
- Clean steering wheel, gear stick, handbrake and all interior chrome fittings
- Clean all pedals and rubber mats and treat with rubber cleaner
- Degrease spare wheel and re-stain tyre where necessary
- Clean all paintwork in boot compartment
- Refit spare wheel and tools
- Affix stickers as specified
- Clean all interior windows and mirrors
- Vacuum all carpets and upholstery
- Wash all exterior paintwork and degrease doorshuts
- Remove all hub caps and wheel trims and wash wheels with specialised detergent
- Polishing bodywork and doorshuts if necessary
- Polish all exterior windows
- Refit wheel trims and hub caps and re-stain tyres
- Sheen all rubber and plastic trims



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## **B Valet (Bodyshop)**

- Wash exterior bodywork with high-pressure equipment to remove compound dust and dirt
- Leather exterior including door, bonnet and luggage compartment shuts
- Clean windows inside and outside, full vacuum of interior
- Wipe interior dust free i.e. dashboard, door panels

## **C Valets (Bodyshop) Wash, Leather and Vacuum**

- Wash exterior bodywork with high-pressure equipment to remove compound dust and dirt
- Leather exterior including door, bonnet and luggage compartment shuts
- Full vacuum of interior



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## **Work Authorisation**

### **Docket**

The authorisation for work to be carried out must be submitted on a docket bearing the following details:

- Make, model and colour of vehicle.
- Chassis/stock/registration number, whichever is appropriate
- Specification of work
- The date of issue and the date on which the vehicle is required to be completed

## **Site Confirmation Sheet & Invoicing**

When a vehicle has been completed the operator/supervisor will enter it onto the confirmation sheet. This sheet will then be presented to the garage management at the end of each week for authorisation prior to being sent to ourselves for processing, operator wages will be issued and garage invoices raised accordingly. Invoices are raised on a weekly basis and payment terms are 30 days from month end.

All contractors are covered by Public Liability Insurance. Where the Dealer requires vehicles in his ownership, possession or control, to be driven on the public highway by our company operators, he will be responsible for ensuring that the operator is similarly covered for the risk on the dealerships own insurance.

