Jane Doe

+12 345 6789, +01 2345 6789

Mummy: Alice Roe | Booking ID: 0123456-S

SAMPLE

RESPONSIBILITIES

Prepare 3 Confinement Meals for Mummy	Yes
Prepare Dessert for Mummy in between Meals	Yes
Breastfeeding Support	Yes
Prepare Herbal Water Bath for Mummy	Yes
Prepare Herbal Drinks for Mummy	Yes
Postnatal Massage	Additional charge: 200 SGD
Bathing Baby	Yes
Feeding Baby	Yes
Burp Baby after Meal	Yes
Feeding Bottle Sterilization	Yes
Changing Baby Diapers	Yes
Soothing when Baby Cries	Yes
Feeding Baby during Midnight	Yes
Scheduling Baby Sleeping and Feeding Times	Yes
Providing Baby Care Lessons	Yes
Keeping Kitchen Clean After Use	Yes
Keeping Toilet Clean After Use	Yes
Baby Laundry	Yes
Mummy Laundry	Yes
Family Laundry	Additional charge: 50 SGD
Cooking for Family Members	Additional charge: 200 SGD
House Chores	Additional charge: 300 SGD

DAILY SCHEDULE

12:00am — 01:00pm	On duty

01:00pm — 04:00pm	Rest
04:00pm — 12:00am	On duty

SALARY

Down Payment	500 SGD
Remaining Salary	3000 SGD (Last day of the job)
Salary Calculation Starts	Once Nanny arrives job location

VISA

Who will apply for the visa?	Mummy
When to apply for the visa?	After Down Payment
Refund Down Payment if application fails?	Yes

MISCELLANEOUS

Visa Application	Apply visa from Ministry of Manpower Singapore
Health Insurance	Insurance coverage for the job duration
PCR Swap Test	2 PCR swab tests for start and end of job
Transportation	Transport arrangement for start and end of job
Ang Pao	2 Ang Paos for start and end of job
Stairs	Additional charge if required to climb stairs

SAMPLE