



**SASSinize**  
**Simply Administrative Strategic Solutions**

~Bringing Organization to Your Organization~

[Organize@SASSinize.com](mailto:Organize@SASSinize.com) ~ 215.219.1381 ~ [www.SASSinize.com](http://www.SASSinize.com)

**CONSULTATION FORM**

**Consultation Date:** \_\_\_\_\_

**Client's Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Services Requested, But Not Limited To** *(please notate all that apply)*

- Accounts Payable
- Accounts Receivable
- Administrative Assistant
- Calendar Creation & Management
- Email Correspondence / Mailings
- Filing & System Creation
- Human Resources
- Invoicing
- Microsoft Office
- Monthly/Weekly SASS (Simply Administrative Strategic Solutions)
- On-Site Contractual Administrative Services
- Production Manager / Assistant (Film)
- Resume Creation / Review / Editing
- Scheduling
- Stage Manager (Theater)
- Supplies / Inventory Purchasing
- Time & Attendance (PTO)
- Vendor Resources
- Virtual Assistant
- Voicemail Recording / Voice Overs
- Custom Services Not Listed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested Completion of Services (RCS) Date:** \_\_\_\_\_

**Consultation Fee: \$75.00**

- Cash
- Credit Card
- Money Order
- Venmo - @LaVeta-Cameron
- Cash App - \$LaVetaCameron
- PayPal - LaVeta Cameron Inc
- Apple Pay
- Google Pay

**Client's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SASSinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**“Let all things be done decently and in order” (1 Corinthians 14:40 NKJV)**