



Thank you for choosing My Girl Wendy to streamline your life!

Please complete this form to help us understand your needs and provide the best possible service. All information is confidential and will be used solely to assist you.

Contact Information

Full Name: _____

Company/Organization: _____

Address: _____

Email Address: _____

Phone Number: _____

Preferred Contact Method: ☐ Email ☐ Phone ☐ Text ☐ Other: _____

Service Needs

Please check all services you're interested in:

- ☐ Personal Shopping (e.g., groceries, clothes, gifts)
- ☐ Errand Running (e.g., dry cleaning, post office)
- ☐ Scheduling & Calendar Management
- ☐ Event Planning/Assistance (e.g., parties, dinners)
- ☐ Home Organization (e.g., closets, paperwork)
- ☐ Home Management (e.g., meet with contractors, snowbird services, wait services)
- ☐ Bill Pay & Financial Organization
- ☐ Other: _____



Describe Your Needs: Briefly state what tasks or challenges you are requesting help with (e.g., "I hate crowded stores" or "I need help organizing my schedule").

Preferences & Priorities

Urgency Level: How quickly do you typically need tasks completed?

☐ ASAP (within hours) ☐ Within 1-2 days ☐ Flexible (within a week)

Preferred Communication Style

☐ Detailed updates ☐ Brief summaries ☐ Only when tasks are done

Special Instructions: Any specific preferences (e.g., eco-friendly products, specific stores, dietary restrictions)?

Additional Information

How Did You Hear About My Girl Wendy?

☐ Social Media ☐ Referral ☐ Website ☐ Other: _____

Anything Else We Should Know? (e.g., pets, allergies, household members)



Agreement

By submitting this form, I acknowledge that the information provided is accurate and will be used to customize personal assistant services. I understand that service details, including pricing and availability, will be discussed upon form submission.

Signature: _____ Date: _____

Submit to: wendy@mygirlwendy.com

Let's tame the chaos together!