



WELCOME

PERSONAL ASSISTANCE PROGRAM

*with Professional Organizer, Efficiency & Solution Expert,
and Life Management Coach,
Abbe Hardiman, Owner & Founder of
Your ABstract Assistant.*

Email: help@abstractassistant.com
Text: 603-303-4363
www.abstractassistant.com





NEW CLIENT FORM

Email: help@abstractassistant.com

Text: 603-303-4363

www.abstractassistant.com

Today's Date:

Name:

Physical Address:

Mailing Address, if different: Same as Physical

Cell Phone Number:

Can We Text? Yes No

Email:

Remember to add help@abstractassistant.com to your safe senders list.

Who lives in your home with you? Names/Ages

Because I am high-risk, I need to know: Are you &/or your family fully vaccinated?

YES NO

Would you prefer that I wear a mask while we work together?

YES NO

I need to wear sneakers while we work in your home. Do you prefer that I switch shoes at entry?

YES NO

YAA Use:

Do you have any pets? YES NO

NEW CLIENT FORM



TELL ME ABOUT YOUR LIFE

Email: help@abstractassistant.com

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Tell me a little about your daily life & schedule.

What types of assistance could you use to make your life easier?

*If you need more room to write, feel free to use the back of this page
or another blank sheet of paper.*

TELL ME ABOUT YOUR LIFE



PROGRAM DETAILS

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Personal Assistance Program Details

Consultation

The first consultation can be via phone or Zoom and will last approximately 30 minutes. During this time, we will get to know each other a little, we will discuss ways that I can be of assistance. I want to hear about your schedule & daily routine and what's stressing you out.

Information Gathering Session

Our second meeting can be in-person at my office or via Zoom and will last approximately 90 minutes. During this meeting, we will really dig into to-do lists, daily/weekly/monthly tasks, and what you can delegate to me. I like to automate as many tasks as possible (i.e. grocery shop every Friday, pick up dry cleaning on Wednesdays, errands, etc.)

However, we will also utilize a communication/productivity app to maintain the lists of what needs to be done. You can add to this at any time and you can give a date/time of when you need tasks completed. I will always do my best to get your requests completed in time/as soon as I can. We will communicate about when I believe I will be able to complete your requests. I will also give you a quick tutorial on how to use the app we will use together.



PROGRAM FINANCIAL DETAILS

Email: help@abstractassistant.com

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Program Financial Details

The Personal Assistance Program works with a "time bank". You purchase 10 hours of time and I keep track of all how all of those hours were spent, and can provide that to you, as requested. When the 10 hours are used, I will ask if you'd like to add another 10 hours. And so forth. You just keep adding to your time bank. Each 10-hour block of time is \$850.

Travel Time

My travel time while running any errands for you is also taken out of your time bank.

Payment Options

Payments can be made via cash, check (made out to Your ABstract Assistant), Venmo, or Credit Card.

I do require a credit card number to be placed in your file in case there are any billing issues, and your card will be charged if this occurs.

All credit card charges incur a 3.49% + \$0.49 fee of the total cost.

Related Charges

Any purchases I make on your behalf (i.e. groceries, dry cleaning, birthday gifts, etc.) can be made either by me and you can reimburse me (see above payment options) or you can give me cash or a debit/credit card to use. If reimbursement doesn't occur within 3-days from the purchase date, I will charge the total plus fees to the card that I have on file for you.



CANCELLATIONS & LIABILITY

Email: help@abstractassistant.com

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Cancellations

Life happens. I get it. If you need to cancel a scheduled session with me, please give me 24-hours notice, if at all possible. If that is not possible, let me know as soon as you can. You will get one "oops" excuse during our time together. I will do my very best to fill your time slot with another client, and if I am able to, you will not be charged anything, but if that isn't an option, you will be charged \$85 per instance over the one "oops". This can be paid just like any other payment.

Your ABstract Assistant, which is a sole proprietorship, carries full-coverage liability insurance.



MY COMMITMENT TO YOU

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My Commitment to YOU

Life can be challenging. There's only so much time in the day to get everything we want to get done, done. I want to help give you more of the most valuable resource we have in this life, time. Time to do more of what makes you happy and time to do less of what stresses you out. With my Personal Assistance Program, I am a text away from making your life easier.

I am an efficiency & solution expert and I am always proactively thinking about ways I can reduce stress & overwhelm in your life. I enjoy building relationships with my clients where we both feel happy & comfortable working together and you are able to lean on me as your assistant. I truly want to make your life easier, happier, better. I believe in respectful and honest communication, treating others the way I want to be treated, and I will always strive to go above and beyond in assisting you.

Sincerely,
Abbe E. Hardiman