



WELCOME

PROFESSIONAL ORGANIZATION

*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? First Name, Age.

Do you have any pets? How many & what kind?

Anything else you would like me to know?

Because I am high-risk, I need to know: Are you & 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



TELL ME ABOUT YOUR LIFE

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Why do you want help in getting more organized?

What about your space brings you stress regularly?

TELL ME ABOUT YOUR LIFE



10-HOURS OF IN-HOME ORGANIZING FIVE (TWO-HOUR) SESSIONS \$850

Included with Your Program:

- *A 30-Minute Virtual Consultation.*
- *Labels:* All custom labels that may be needed for systems implemented.
- *Time Spent By Me Outside of Our Scheduled Appointments:*
 - ➔ *Sourcing/Shopping for Supplies & Tools for your specific project.**
 - ➔ *Developing ideas & solutions for your specific needs.*
 - ➔ *Organizational & Accountability Coaching during sessions as well as via text/email throughout our time working together.*
- *Donations:* Removal & delivery of all of your acceptable donations to one of several local charitable thrift stores I have vetted.
- *Travel Time:* 20-mile radius from Kittery, ME included.

*Outside of that area, \$2 per mile.**

**Client will be invoiced at end of each package for travel time accrued & supplies purchased. All supplies are charged at my cost. No upcharges.*



How It'll Work

During our 30-minute virtual consultation via Zoom or phone, I want to hear about your space & what is causing you stress. I will ask questions to get to know you and your needs, so I can best help you. If you decide to move forward in working together, we will schedule our first session.

Payments

Prior to the first session, I will need 50% of your package price. You can pay via Venmo, Credit Card*, or by check made out to Your ABstract Assistant and mailed to 72 ME-236, Suite 254 Kittery, ME 03904.

The remaining 50% of your package will be due at the end of your second session. You may also pay in full upfront if you choose.

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

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



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 pass 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 \$80 per instance over the one pass.

This can be paid just like any other payment. If I need to cancel within 24-hours

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