



1

Contact

Your name _____

Street Address _____

() - () -
Home Phone Cell Phone

City, State and Zip _____

() - () -
Office Phone Fax

E-mail: _____

My preferred method of contact is: Home Cell Office E-mail Other: _____

2

Service

- Tax assistance
- Business meeting support
- Computer setup and troubleshooting
- Diet design and supervision
- Editorial
- Event planning
- Exercise training
- Foreign language conversation practice
- Fundraising
- Gifting
- Grant-writing / Proposal writing
- Graphic Design
- Hiring other staff
- Home decoration
- Hostessing
- Life coaching

- Marketing / Sales
- Meal design
- Meal Preparation
- Organizing
- Personal shopping
- Security
- Tour planning and accompaniment of visitors
- Translation
- Website design and maintenance
- Other: _____

3

Request a specific assistant:

Name _____

4

Notes

ADDITIONAL NOTES

APPLICATION RECEIVED

CONTRACT RECEIVED

DEPOSIT RECEIVED

ASSISTANT PLACED

DO NOT WRITE HERE
OFFICE USE ONLY