



Extra Hands! Virtual Assistance and Organizing
Rachael Davila, organizer

CLIENT SERVICE OPTIONS & FEES—2017

Organizing Consultant

In-Person support:

- Room, desk, etc. Space design
- Preparing and maintaining paper filing systems
- Tips and tricks to handling mail
- Sorting
- Purging/donating
- Finding items a home
- Figuring your natural inclinations and designing around them
- Motivation/Cheerleading
- In-person assistance and support

The fees for your in-person organizing session include the organizer's time on your project in between session. Extra Hands! chooses to bundle these offsite services into your onsite project fee, rather than bill you separately.

Offsite services may include:

- Preparing action plans
- Email and phone follow-up
- Arranging/dropping off Charity Donations
- Preparing File Folder Labels

Note: When it is expected that excessive time will be spent on offsite work for a client's project, compensation may be requested for some of these services. However, these situations will be negotiated and agreed upon in advance—and when in doubt, please feel free to ask.

Your First Session: The Needs Assessment (*onsite consultation & mini-organizing session*)\$ 300.00

Since a great deal more offsite project planning and review is required for the first session, this fee is a little more than your standard organizing session. Although we will be talking, planning and working for four hours, you will want to block off five hours on your calendar for this session, to account for an hour's lunch break in between.

10045 Stanley Court, Santee, CA 92071
Phone: 619-928-2479
Rachael@extrahands.bz
www.ExtraHands.bz



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Standard Organizing Session: Four onsite hours (*paid by the session*) \$ 240.00
Large, or Time-Sensitive Projects: 4 to 8 onsite hours per/day* (*garages, offices, relocations, etc.*) Retainer

Requested

Extension time to any session: Hourly rates as outlined below

EXTRA HANDS! "HOURLY" ORGANIZER RATE

Project Manager (Rachael Davila, Owner) \$ 60.00/hr.

PAYMENT TERMS

- ❖ 100% of payment due by end of each session unless a retainer plan is established (see "RETAINER PLANS").
- ❖ Cash, Check or Credit (onsite with Square, invoiced through PayPal) is welcome. Checks made payable to: Extra Hands.

RETAINER PLANS, ORGANIZING

Note: Prepaid Retainer Hours may be divided into multiple sessions of 4 to 8-hrs per day and paid in advance of the start of the project by cash, check or credit card.

THE "REHEARSAL" PLAN: 12 Onsite Hours = **\$700**

THE "TECH" PLAN: 24 Onsite Hours = **\$1,375**

THE "PERFORMANCE" PLAN: 40 Onsite Hours = **\$2,200**

***Organizer has allergies to fur and feathers (cats/dogs/birds, etc.). Where homes are shared with loving pets, project time spent working per day may be reduced to 2-3 hour increments rather than 4-8 hours.**

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EXTRA HANDS! VIRTUAL ASSISTANCE SERVICES

Some projects lend themselves to virtual support rather than in-person support. Extra Hands! can help. Rachael Davila is a Virtual Assistant, providing administrative support services to small business owners who don't need a full-time onsite assistant.

VIRTUAL ASSISTANCE "HOURLY" PAY AS YOU GO (PAYG) RATE

Virtual Assistant (VA) Rachael Davila, Owner \$50.00/hr

VIRTUAL ASSISTANCE "RETAINER" RATE

"Retainer" may be 10, 20 or more hours per month in 10 hour blocks, paid in advance \$45.00/hr.

MATERIALS AND OTHER EXPENSES

- ❖ Materials and equipment needed specifically for Client's project will be discussed first. Agreed upon items will be purchased by Client directly or by Organizer with Client reimbursing cost to Organizer when receipt is presented. VA expenses such as postage, shipping or purchase, discussed in advance will be billed.
- ❖ Travel: If travel time to or from Client's site takes Organizer longer than 40 minutes (in normal travel conditions), a \$15.00 fuel surcharge may be requested.

CANCELLATION POLICY

Due to the nature of this service business, security for appointments is important. If Client must cancel a session, **Extra Hands! is to receive at least 24 hours' notice (1 days), prior to the scheduled appointment** or ½ of the session cost will be assessed (e.g., \$125 for a 4-hour session). This cancellation fee may be waived if Client's next session occurs within two weeks of the cancelled session. ***Note: Retainer Plan clients are exempt from cancellation fee unless cancellations become habitual.***

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