

Service Agreement

We look forward to assisting you! Before we can begin service, we will need the following page filled out, signed, and returned to us.

Service(s) agreed upon: _____

Agreed upon hourly rate per service: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

By signing the above line, you are agreeing upon the above hourly rate and our 24 hour cancellation policy. We reserve the right to charge full rates for any services not cancelled within 24 hours of scheduled time. As a small business we are limited in the number of clients we can serve per day so please give us any cancellation notices as soon as possible. Some exceptions do apply.

By signing the above line you are also acknowledging and agreeing to our payment policy for all services. All service payments are due in full within 30 days from the sent invoice date. Invoices not paid in full by the due date are subject to a late fee of \$10 per week. Once an invoice goes into a "past due" state all services will be paused until payment is received in full. Any outstanding invoices more than 120 days past due will be submitted to our local bill collection partner with additional fees owed.

We appreciate your understanding with our policies as we are a small business and rely upon prompt payment to be able to continue offering our services. If you have any questions, comments, or concerns, please feel free to contact Kelly at any time. We want to do our best to serve you and welcome your feedback.

Thank you for your business and we look forward to serving you!

Sincerely,

Kelly Sedlacek, Business Owner

Call/Text: 319-400-1853 (messages checked and responded to during business hours)

E-Mail: Kelly@youreverydayhelper.com

Website: www.youreverydayhelper.com