

## UberConcierge

Date: \_\_\_\_\_

UberConcierge is a month to month virtual assistant program where you can submit tasks to the UberConcierge team for completion. Submit anything, if it can be completed virtually, it will be done, if not, we will let you know right away. (ex. data entry tasks, posting listings to Craigslist, design me a business card, etc)

\$500 Setup Fee ~ \$499/month (50 Hours of Work per Month)

### Contact Information

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Agreement

By signing below, you agree to be charged \$499 (plus tax) per month for up to 50 hours of virtual assistant work completed by the UberConcierge team. You can submit almost any request. An UberConcierge team member will respond to all requests within 4 hours. Average request completion time is within 24 hours. UberConcierge charges in advance, on a month to month basis and requires 30 days notification of cancellation. (note: There is no roll over hours, any hours not used in the current month are forfeited)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Visa/Mastercard: \_\_\_\_\_ Exp: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Mailing Address: \_\_\_\_\_

(Note: charge on your credit card will show up as Ubertor.com)

Promo Code: \_\_\_\_\_ (optional)

Your first payment will be the date of this contact, start date with UberConcierge is March 1st 2012. Meaning your next payment would be April 1st 2012.

### To Submit Requests

To submit concierge requests please use the following direct contact methods:

Email: [tasks@uberconcierge.ca](mailto:tasks@uberconcierge.ca) ~ Online Form: [uberconcierge.ca](http://uberconcierge.ca)