March 25, 2014

Deerfield Academy
Main Street, PO Box 87
Deerfield, MA 01342

Dear Parent,

We are pleased to offer a very comprehensive and economical summer storage program to the students of Deerfield Academy, as we have done for several years. Our plan is as follows:

- We will have trucks and movers on campus on Wednesday, May 28, 2014 through Friday, May 30, 2014 for full service (by appointment).
- We will perform a written inventory of what is being stored and distribute a receipt.
- We will hold and perform care and custody of the personal items being stored at our warehouse in South Deerfield until the school re-opens in the fall.
- We will delivery items to student’s room when school re-opens.
- Charges will be as follows:

  | Pickup Charge | $150.00 |
  | Storage       | $105.00 |
  | Delivery Charge | $150.00 |
  | **Total:**    | **$405.00** |

Cartons can be purchased at our South Deerfield warehouse at the cost of:

- 1.5 Cu Ft Carton - $1.70
- 3.1 Cu Ft Carton - $2.30
- 4.5 Cu Ft Carton - $3.00

Wardrobes - $10.00
Mirror/Picture Cartons - $7.00
Tape (per roll) - $2.00

Upon request, Sitterly Movers also offers full packing service of your student’s belongings at an additional cost of:

- 1.5 Cu Ft. Carton - $8.00
- 3.1 Cu Ft. Carton - $13.00
- 4.5 Cu Ft. Carton - $16.50

Wardrobes - $18.00
Mirror/Picture Cartons - $22.50

Payment may be made in advance via credit card or at the time of loading by cash or check. We gladly accept Visa and Mastercard.

To confirm your student’s participation in our summer storage program, please fill out the enclosed Summer Storage Program form and return it. If you have any questions about this program please feel free to contact us at 800-533-1171.

Sincerely,

Kelly Jarrett
Office Manager
Please complete and return this form to confirm your student’s participation in the Summer Storage Program.

Parent’s Name:________________________________  Student’s Name:____________________________________

Home Address:________________________________  City:___________________  State:______  Zip:__________

Home Phone: (_____)_____-_________    Cell: (____) _____-_________

Payment method (please circle):          Credit Card         Check         Cash       (payment is due at the time of loading)


I, the undersigned, would like to participate in the Summer Storage Program and agree to the following:

1. Payment will be made in full at the time of loading
2. The cost of pickup, storage, and delivery is $405.00. If packing is requested, then there is an additional cost
3. Cartons will be available for purchase, but are not included in the program price
4. My student’s belongings will be pickup on Wednesday, May 28, 2014, Thursday, May 29, 2014 or Friday, May 30, 2014 between the hours of 8:00am – 4:30pm. Whichever is circled above.
5. Refunds for early termination of this agreement by the student, parent, or guardian will not be issued. If alternate delivery arrangements are needed, Sitterly Movers will be contacted ahead of time. I understand that, should an alternate delivery arrangement be necessary, special handling or delivery charges may apply.

_________________________________________________                     _________________  
(Signature of Parent of Guardian)                                                                   (Date)

If paying via credit card, please complete the below section.

Select ONE of the following:

☐ I authorize the full cost of pick-up, storage, delivery, and supplies to be charged to my card.

☐ I authorize only up to $_______________ to be charged to my card. I understand that if this amount does not cover the cost of pick-up, storage, delivery, and supplies in full, any remaining balance will be due at the time of loading.

_________________________________________________               ____________________________
(Credit Card Number)                                                                             (Expiration Date)

_________________________________________________               ____________________________
(Signature of Cardholder)                                                                         (Date)

Current Billing Address:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Students Dorm Room:_____________________________________________________________________