



CONTRACT FOR SERVICE

Date: _____

Client Name ("The Client"): _____

The Client hereby agrees to engage Concierge by the Sea, Inc. and/or entities acting on its behalf ("Agents", "Vendors" or "Subcontractors") to provide the Client with services as detailed below, and any other task which the parties may agree on.

The Client understands that reasonable care is taken to perform all contracted duties and agrees that in no way shall Concierge by the Sea, Inc. be held liable for any illness, injury or damage to property caused by any Agent, Vendor or Subcontractor. Furthermore, the Client agrees that any unresolved disputes shall go to mediation before arbitration.

Services: Shopping & Delivery of Grocery and/or Household Goods and Linens and/or any other service the Parties agree on. Please check your rental property for linens/equipment before you order since there are no refunds on delivered linens, towels or equipment. There are also no refunds for orders cancelled without 72 hours notice; furthermore, there is an additional 10% restocking fee for any change orders or cancellations made without 72 hours notice. This policy applies to all Grocery and Rental orders. Failure to leave all rental items outside the service address on contracted day of departure by 10am in same condition will result in a replacement charge equal to the items not returned and/or a late fee of \$100, whichever is more. Linens/towels do not need to be laundered; however they must be put in the plastic bags provided and left outside the service address.

Fees and Payment: The fee for Grocery Shopping & Delivery from local stores and markets is 30% of Client's total purchases plus a \$25.00 delivery fee. Minimum shopping order of \$100.00 required. For Rental Linens and Equipment, please refer to our current price sheet. Final balance will be billed on or around date of service. The rate for any other requested errand is \$60.00 per hour, billed in one hour increments, plus the cost of any purchases unless Client has Membership status or has ordered the requested service with 72 hours notice and an agreed upon contracted rate has been issued separately.

Every effort will be made to provide client with requested brands; however if the requested brand is not available, the closest comparable brand will be substituted. If no size is specified Concierge by the Sea, Inc. will purchase the size most appropriate (and available at time of shopping) for one week.

This Contract may be terminated by either party for any reason. Client agrees to pay for service rendered up to and including date of Contract Termination only. If there is a dispute over final invoice, Client and Concierge by the Sea, Inc. agree to mediation.

Concierge by the Sea, Inc. accepts payment by Credit Card. By completing the credit card information and signing below, Client is accepting the terms of this Contract. Your statement will reflect the agreed upon service amount and, in some cases, a separate charge for material goods and/or ancillary services purchased on your behalf. You will receive original receipts for groceries or material goods purchased.

Card Holder Name: _____

Billing Address: _____

VISA ___ MASTERCARD ___ Other: _____

Card Number: _____

Expiration Date: _____ CVV number: _____

I, (please sign) _____, hereby authorize Concierge by the Sea, Inc. to charge the above listed credit card account for the amount(s) described above. I understand this Contract for Service as written.

Please return this form to customerservice@conciergebymythesea.com or fax to 302.645.8953

Live the good life, better.™

302.228.2014 www.conciergebymythesea.com