



RATES & TERMS

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A personal assistant service is now a luxury you *can* afford.

Organizational and Errand Services		
Booked	Day of the Week	Rate
24 Hours in Advance	Monday-Saturday 8:00 a.m. to 6:00 p.m.	\$25 per hour
24 Hours in Advance	Monday-Saturday After Hours	\$35 per hour
24 Hours in Advance	Sundays	\$40 per hour
Within 24 Hours	Monday-Saturday	\$35 per hour
Within 24 Hours	Sundays	\$50 per hour

Exceptions	
Service	Rate
Waiting Services	\$20 per hour
House Sitting (1) Visit Per Day	\$30
Appointment Setting, Inquiries, RSVP	\$2 per
Reminder e-Mails or Phone Calls	\$2 per
Event Planning /Personal Assistant Services	Available Upon Request

Gift Certificates available! Available in any denomination to use towards personal errands or organization services.

Customized monthly plans are available at discounted rates with a minimum purchase of 8 hours.

Packages: 8 hours (\$175.00), 16 hours (\$350.00), 24 hours (\$525.00), 32 hours (\$700.00)

All package hours must be used in 30 days

First Time Customer Discount- \$5 off first hour of service towards personal errands or organization services.

Customer Referral Discount- \$5 off first hour of personal errands or organization services for every friend you refer.

Disclaimers & Fees

One hour minimum required, then calculated in 1/2 hour intervals.

Time is calculated from the time the consultant leaves the office to the completion of the errands and tasks.

Credit card is required to reserve and guarantee the service. Upon completion we accept all major credit cards, payment by check and cash.

Client is responsible for any additional charges and expenses related to the service.

Out-of-pocket expenses over \$50 must be paid for in advance or are subject to a 7% service charge

Mileage charges (.40/mile) apply after first 15 miles.

\$35.00 fee for all returned checks

Cancellation Policy

Cancellations within 24hrs are subject to a fee. There are NO REFUNDS.