



Ask Sheila V.

Spiritual Guidance to Practical Solutions

9715 Estate Thomas, PMB #21, St. Thomas, VI 00802

Bus Cell: (340) 998-4540 ☎ Fax: (310) 760-4178

Email: sheilav@asksheilav.com

Website: www.asksheilav.com

Request for
Service Retainer
Special Events

Client Name: _____
Company: _____
Contact#: _____
Email: _____
Type of Event: _____
Date & Time: _____
Date of Request#: _____

Please fill out form as completely as possible. You may mark as many boxes as apply to your needs. For assistance call (340) 998-4540. *SV*

Type of Service	Description of Service	Venue or Setting	Service Exchange	# Hrs. Requested	Monetary Exchange x	Amount Due =	Session Log (office use only)
Special Event (1-50 guests)							
<i>E_Special</i>	<input type="checkbox"/> Special Occasion / Personal	<input type="checkbox"/> Indoor	<input type="checkbox"/> Sponsored	<input type="checkbox"/> 2 hrs.	\$350		Fee includes SV's personal assistant/party facilitator for all events.
	<input type="checkbox"/> Office / Business Celebration	<input type="checkbox"/> Outdoor	<input type="checkbox"/> Chg per guest	<input type="checkbox"/> 3 hrs.	\$525		
	<input type="checkbox"/> Promoted Event	<input type="checkbox"/> Client set-up	<input type="checkbox"/> Donation only	<input type="checkbox"/> 4 hrs.	\$700		
	<input type="checkbox"/> Holiday Party	<input type="checkbox"/> SV set-up	<input type="checkbox"/> Trade	<input type="checkbox"/> 5+ hrs.	\$1,000		
	As Marked Above	As Marked Above	Advance Pay	1st 3 hrs.	\$400		Requires 14+ Day Advance Booking
Sub total							
Fundraisers							
	<input type="checkbox"/> Individual Cause	<input type="checkbox"/> Indoor	<input type="checkbox"/> Sponsored	<input type="checkbox"/> 2 hrs.	<input type="checkbox"/> 50%	Need SV approval:	Proceeds for fundraiser is not determined by hours requested.
	<input type="checkbox"/> Charity Ball	<input type="checkbox"/> Outdoor	<input type="checkbox"/> Chg per guest	<input type="checkbox"/> 3 hrs.	<input type="checkbox"/> 75%		
	<input type="checkbox"/> Non-Profit Benefit	<input type="checkbox"/> Client set-up	<input type="checkbox"/> Donation only	<input type="checkbox"/> 4 hrs.	<input type="checkbox"/> 100%		Percentage of donation indicated will go to event - remainder to Sheila V. Mission
	<input type="checkbox"/> Church / School	<input type="checkbox"/> SV set-up	<input type="checkbox"/> Trade	<input type="checkbox"/> 5+ hrs.	<input type="checkbox"/> Fixed		
By signing below both parties approve and agree upon the terms and conditions of this contract.					Sub total		
Client Signature			Date		Total <i>Deposit</i> <i>Due</i> <i>Received</i> Balance	\$	<i>Special request or instructions:</i>
Sheila V'Eleos			Date				

Please provide address for specified event(s).

Private Location: _____

Commercial Venue: _____

Terms and Conditions

1) A Service Retainer must be signed by both parties at least 14 days prior to date of event. 2) 50% of negotiated fees are due upon retaining service with remaining 50% due upon arrival at event. 3) Readings in excess of 15 minutes in length, requested at special event, will be scheduled for later dates so as not to disrupt the flow of readings given to the guests of the specified event. 4) Sign and send completed form via **fax to (310) 760-4178** or email to **admin@asksheilav.com**. You will then receive an email and/or phone confirmation of your request, followed by an email copy of your RQfS form signed by Sheila V. All Methods of Payment received on-line are accepted via www.paypal.com to sheilav@thesheilavmission.org. Payment may also be received by sending a check or money order made payable to: **Sheila V. Tabarsi, 9715 Estate Thomas PMB #21, St. Thomas, VI 00802**. 5) Cancellation Policy: Cancellation of services must be requested no less than 7 days prior to date of event to receive a partial refund. Booking fee of 15% of total fee for service is non-refundable. Services cancelled within less than 7 days of scheduled event will result in forfeiture of deposit.

All Sessions Are Confidential