

Sitterly Movers

270 Liberty St. ■ P.O. Box 2530 ■ Springfield, MA 01101-2530
Main Office (413) 737-2641 Fax (413) 731-9789 www.sitterlymovers.com

May 8, 2010

Deerfield Academy
Main St., P.O. Box 87
Deerfield, MA 01342-0087

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 now. Our plan is as follows:

- We will have trucks and as many movers as required on campus at Albany Road on Thursday, June 3rd and Friday, June 4th starting at 8:30am to receive items for storage.
- Students will bring their belongings to us at our truck for storage. Last call each day will be at 4:30pm.
- We will perform a written inventory of what is being stored and distribute a receipt.
- We will then hold and perform care and custody of the personal effects being stored.
- We will store the items at our Deerfield, MA location until the school re-opens in the fall.
- **New!** You may choose between 2 return dates. Please identify on your sign-up sheet which date you will be picking up your student's belongings. Families needing early arrival (for sports, etc.) can have their student's items brought back to campus on Wednesday, September 8th. All other student belongings will be transported back to campus on Friday, September 10th. The Sitterly truck(s) will be at the Albany Road location between 8:30 and 4:30pm both of these days.
- Our program is based on single occupancy (meaning only one student's belongings per contract--no sharing of space) and a maximum of sixty (60) cubic feet included at the price listed below. Additional cubic feet will be sold at a rate of \$2.50 per cubic foot.
- Please find the enclosed cubic footage guide to calculate your storage space needs.

Our charges will be as follows:

Pick-up charge, per student	\$ 100.00
Storage per student, 14 weeks	\$ 112.00
Delivery charge, per student	<u>\$ 100.00</u>
Total Package Price, excluding cartons and supplies	\$ 312.00

Cartons and supplies will be on sale at our Deerfield warehouse, located at 43 Whately Rd. in South Deerfield, MA. Carton costs are as follows:

Book Carton	\$ 2.50	Medium Carton	\$ 3.00	Large Carton	\$ 3.50
Wardrobe Ctn	\$ 11.00	Tape (per roll)	\$ 2.00	Mattress Bag	\$ 8.00

Cartons will also be available at our truck on June 3rd and 4th. Charges for the above cartons and supplies can be paid for in cash or check, or be added to the student's total bill.



Springfield, MA
Tel. (413) 737-2641
Toll-Free (800) 533-1171

South Deerfield, MA
Tel. (413)-665-2121

Amherst, MA
Tel. (413) 253-2200

Worcester, MA
Tel. (508) 797-6683

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You may use the below worksheet to determine your student's storage needs.

Item Description	Count	Cu. Ft. Size	Total Space
Small Cartons (Book size)		2	
Medium Cartons (Computer size)		4	
Large Cartons (19" size TV)		6	
Couch (3 cushions)		50	
Loveseat (2 cushions)		40	
Overstuffed Chair		25	
Lamp (pole or desk)		2 to 5	
Desk or Computer table		25	
Desk Chair		7	
Futon and Frame		50	
Bicycle		10	
Computer, Monitor, and Printer		15	
Armoire / Clothing Wardrobe		25	
Stereo System		3 to 10	
Television, 25"		10	
Mirror, Framed Art, Poster / Picture		5	
Milk Crates		2	
Mini-Refrigerator		4 to 10	
Bookcase		4 to 20	
Mattress and Box Spring (Twin size)		45	
Total space needed for all items			Cu. ft.

Please keep in mind that if the total space needed exceeds 60 cubic feet, the additional storage space used will be charged at a rate of \$2.50 per cubic foot.

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

To confirm your student's participation in our summer storage program, please fill out the next page and return it in the enclosed postage-paid envelope. If you have any questions about this storage program, or if you are seeking other moving or storage arrangements, please feel free to contact us at (800) 533-1171.

Sincerely,

Harrison King, III
Operations Assistant



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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: (____) ____ - _____ Work: (____) ____ - _____

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

New! Return Date (please circle): Wednesday, September 8th Friday, September 10th

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

1. Payment will be made in full at the time of loading.
2. The cost of pickup, storage, and delivery is \$312.00 for up to 60 cu. ft. of storage space, single occupancy. I understand that additional storage space will be available at a rate of \$2.50 per cubic foot, if needed, and any oversize charges will be paid.
3. Cartons will be available for purchase, but are not included in the in the program price.
4. My student's belongings will be brought to the Sitterly truck on Albany Road between the hours of 8:30am and 4:30pm on Thursday, June 3rd or Friday, June 4th 2010. Also, my student's belongings will be picked up on my specified return date (Wednesday, September 8th or Friday, September 10th, 2010) at the Sitterly truck on Albany Road between 8:30am and 4:30pm.
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 or 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--Must match the name on the card) (Date)

Current billing address: _____

(For Office Use Only) School: Deerfield Academy

(\$ AMT) (Initials) (Approval #) (Settlement #) (Posted Date) \$ AMT