

Roger Sitterly & Son, Inc.

270 Liberty St. * P.O. Box 2530 * Springfield, MA 01101-2530

sitterlymovers@aol.com

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

Springfield, MA
Tel. (413) 737-2641
Fax (413) 731-9789

Amherst, MA
Tel. (413) 253-2200

March 27, 2008

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 a truck and as many movers as required on campus at Albany Road on Thursday, May 29th and Friday, May 30th starting at 8:00am 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.
- Our truck will be brought back to the Albany Road location on Friday, September 5th at 8:00am. Students may pick up their stored belongings from our truck until 4:30pm.
- 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 | \$ 119.00 |
| Delivery charge, per student | <u>\$ 100.00</u> |
| Total Package Price, excluding cartons and supplies | \$ 319.00 |

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

| | | | | | |
|--------------|----------|-----------------|---------|--------------|---------|
| Book Carton | \$ 2.75 | Medium Carton | \$ 4.00 | Large Carton | \$ 4.75 |
| Wardrobe Ctn | \$ 11.00 | Tape (per roll) | \$ 2.00 | | |

Cartons will also be available at our truck on May 29th and 30th. Charges for the above cartons and supplies can be added to the student's bill.



Agent for Allied Van Lines

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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



Agent for Allied Van Lines

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)

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 \$319.00 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 8:00am and 4:30pm on Thursday, May 29th or Friday, May 30th 2008. Also, my student's belongings will be picked up at the Sitterly truck on Albany Road between these same hours on Friday, September 5th.
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. 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