

**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

Northfield Mount Hermon School  
One Lamplighter Way  
Mount Hermon, MA 01354

Dear Parent,

We are pleased to offer a very comprehensive and economical summer storage program to the students of Mount Hermon School. Our plan is as follows:

- We will have a truck and as many movers as required on campus at *Location TBD* on Thursday, May 22<sup>nd</sup> and Friday, May 23<sup>rd</sup>, 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 same on-campus location on Saturday, August 30<sup>th</sup> 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--no sharing of space) and a limit of sixty (60) cubic feet per contract. Additional storage space will be available 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>
<b>Total Package Price, excluding cartons and supplies</b>	<b>\$ 319.00</b>

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	Lay-Down Wardrobe	\$ 5.00	Tape (per roll)	\$ 2.00

Packing materials will also be available at our truck on May 22<sup>nd</sup> and 23<sup>rd</sup>. 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.

<b>Item Description</b>	<b>Count</b>	<b>Cu. Ft. Size</b>	<b>Total Space</b>
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	
<b>Total space needed for all items</b>			<b>Cu. ft.</b>

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

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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)

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. Packing supplies 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 at **Location TBD** between the hours of 8:00am and 4:30pm on Thursday, May 22<sup>nd</sup> or Friday, May 23<sup>rd</sup>. Also, my student's belongings will be picked up at the Sitterly truck at **Location TBD** between these same hours on Saturday, August 30th.
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:

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(For Office Use Only)

School: Northfield Mount Hermon

\_\_\_\_\_  
(\$ AMT)

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Approval #)

\_\_\_\_\_  
(Settlement #)

\_\_\_\_\_  
(Posted Date)

\_\_\_\_\_  
\$ AMT