

Organising consultation Pre-work

Session date & time

**Please ensure that this form is faxed through to me on 086 6126587
at least 24 hours prior to our session**

Your name and surname: _____

Landline (h): _____ **Cell phone:** _____

Email address: _____

What is your main concern? What would you like to accomplish in this session? Please number your top 3 areas of concern 1, 2 and 3 just in case we finish no. 1 quickly and have time to move onto no. 2 and 3.

<input type="checkbox"/> Paper - mail, magazines & files	<input type="checkbox"/> Home systems & cleaning
<input type="checkbox"/> Computer - email & document folders	<input type="checkbox"/> Decluttering
<input type="checkbox"/> Time - appointments, "me time", family time, etc.	<input type="checkbox"/> Travel - car, holiday, school, etc.
<input type="checkbox"/> Office - workspace, desk and systems	<input type="checkbox"/> Children - room, clothes, toys, etc.
<input type="checkbox"/> Books, CDs and DVDs	<input type="checkbox"/> Bedroom - wardrobes, drawers, shelves
<input type="checkbox"/> Shopping - food, gifts, clothes, etc.	<input type="checkbox"/> Kitchen - organizing, meal plans & cooking

Fee currently R150 per 30-minute session

Banking details:

Acc Name: M Francois (Take Charge Solutions)

Bank: First National Bank

Account Number: 62096387751

Branch: Bedford Centre

Branch Code: 252155

1. Please use your **FIRST NAME** as a reference on your EFT or deposit slip, and advise of your payment by SMS to 084 504 7339, email to organise@takechargesolutions.org or fax to 086 6126587.
2. You can also pay online by credit card at my secure site. Visit www.takechargesolutions.org/shopping.html
If you use this option, please add 4% to your payment for bank charges.

CANCELLATION POLICY:

If you need to cancel, please email organise@takechargesolutions.org. The following cancellation terms apply:

- 30+ days before the session, 50% of the payment will be refunded, 8-29 days before the session, 25% of the payment will be refunded and 0-7 days prior to the session, no refund will be paid.
- If Take Charge Solutions cancels the session, your full payment will be paid back to you.

Signature _____

Date _____