



# Ellaway Property Services, Inc.



## Billing Rates and Fees

*Revised November 2023*

Ellaway manages the best resources for all your needs including renovations of all sizes, housekeeping, pet sitting, transportation, landscaping, grounds care, painting, masonry, plumbing, electrical work ... and our in-house concierge services are the very best!

### The Connection Program \$400 annual retainer

- Detailed property records
- Secure storage of your house key
- Reliable emergency management
- Local post office pick-up
- Deliveries accepted at our office

All other Ellaway services are on demand.

### Vendor Management 15% of vendors' invoices

Ellaway manages any size project from repairing a toilet, painting the living room, cleaning the house or plowing the snow, renovating the kitchen to putting on an addition... we review and approve vendor invoices and you pay the vendor directly. Project managers' time are invoiced for all reporting, estimating and meetings with vendors or with you, on site or from our office.

\$50 fee minimum to manage or arrange services.

Emergency Project Management .....

20% of vendor invoice

Ellaway offers Vendor Bill Pay Service, paying your vendors on-time and generating one invoice for your previous month of services (required for **housekeeping, window washing, appliance repair** and some emergency services).

5% of vendor invoice

### Service and Staff Rates We're here to support you!

Project Support and Administration (on-site and in office) .....	\$60
Planning and Design (for project, garden or landscape) .....	\$65 - 90
House Check and walk through of your home (Extra fee for special requests) ...	\$60 minimum
Household Support (e.g. package shipping, provide home access) .....	\$50
Concierge Services (specialized task/project at client direction) .....	\$60
Gardening (routine care; limited availability) .....	\$55
Handyman Tasks .....	\$65
Emergencies and Unscheduled Client Requests:	
...during office hours .....	\$90 minimum
...after hours.....	\$275 minimum