

Appendix D: Service Review Form

This form is designed to help Mistress and the submissive evaluate the current service arrangement honestly and constructively.

It may be used at the end of a trial period, during a scheduled monthly or quarterly review, after a major life change, or whenever either person believes the arrangement needs closer examination.

The purpose of the review is not to search for failure.

It is to identify what is working, correct what is not, clarify expectations, protect limits, and establish realistic goals for the next review period.

Both people should complete the form honestly. When possible, Mistress and the submissive may complete separate copies before discussing their answers together.

Review Information

Mistress's name or chosen title:

Submissive's name:

Date of review:

Review period covered - From:

Review period covered - To:

Previous review date:

Next scheduled review date:

Reason for This Review

- | | |
|---|---|
| ☐ Regular scheduled review | ☐ Communication concerns |
| ☐ End of trial period | ☐ Boundary or consent concerns |
| ☐ Change in responsibilities | ☐ Conflict or resentment |
| ☐ Change in health or capacity | ☐ Expansion of service |
| ☐ Change in work or family obligations | ☐ Reduction of service |
| ☐ Repeated missed duties | ☐ Other: _____ |

Current Form of Service

- | | |
|--|--|
| ☐ Live-in | ☐ Administrative service |
| ☐ In-person but not live-in | ☐ Protocol-based service |
| ☐ Long-distance | ☐ Event or occasional service |
| ☐ Household service | ☐ Temporary service arrangement |
| ☐ Personal service | ☐ Other: _____ |

1. What Is Working

This section identifies the parts of the service arrangement that are functioning well and should be preserved.

Reliability

Which duties are being completed consistently?

Which responsibilities no longer require reminders?

Which routines have become dependable?

Current Reliability Level

- | | |
|--|---|
| ☐ Very reliable | ☐ Inconsistent |
| ☐ Mostly reliable | ☐ Requires immediate attention |
| ☐ Improving | |

Usefulness

Which forms of service make Mistress's life easier?

Which duties save Mistress the most time or effort?

Which duties provide the greatest comfort or emotional value?

Which service duties should remain unchanged?

1.

2.

3.

4.

5.

Communication

What Communication Methods Are Working Well?

- | | |
|---|---|
| ☐ Verbal reports | ☐ Shared calendar |
| ☐ Written reports | ☐ Scheduled review conversations |
| ☐ Text messages | ☐ Immediate problem reporting |
| ☐ Shared checklist | ☐ Other: _____ |

What information is being communicated clearly?

What problems are now being reported earlier?

Growth and Improvement

What skills has the submissive improved during this review period?

Which previous mistakes have been corrected?

What has Mistress noticed improving?

What is the submissive most proud of during this review period?

Relationship Impact

How has service strengthened the relationship?

Does Mistress Feel Supported?

- ☐ Yes
- ☐ Usually
- ☐ Sometimes

- ☐ No
- ☐ Needs discussion

Does the Submissive Feel Valued?

- ☐ Yes
- ☐ Usually
- ☐ Sometimes

- ☐ No
- ☐ Needs discussion

Positive Practices to Continue

2. What Is Inconsistent

This section identifies duties, routines, and behaviors that are not yet dependable.

Missed or Delayed Responsibilities

Which duties are frequently missed?

Which duties are frequently delayed?

Which duties require repeated reminders?

Frequency of Missed Responsibilities

- | | |
|-------------------------------------|--|
| ☐ Rare | ☐ Several times each week |
| ☐ Occasional | ☐ Daily |
| ☐ Weekly | ☐ Varies by duty |

Patterns

Are Missed Duties Connected To:

- | | |
|--|---|
| ☐ Poor scheduling | ☐ Family obligations |
| ☐ Forgetfulness | ☐ Lack of supplies |
| ☐ Lack of training | ☐ Waiting for permission |
| ☐ Unclear instructions | ☐ Avoidance |
| ☐ Too many responsibilities | ☐ Loss of motivation |
| ☐ Health limitations | ☐ Other: _____ |
| ☐ Work obligations | |

Describe the pattern:

Are problems happening at a particular time of day or week?

Are certain duties consistently completed better than others?

Reporting Problems

Are Incomplete Duties Being Reported Promptly?

- | | |
|------------------------------------|---------------------------------|
| ☐ Always | ☐ Rarely |
| ☐ Usually | ☐ Never |
| ☐ Sometimes | |

Are Problems Hidden Until Mistress Discovers Them?

- | | |
|---------------------------------------|---|
| ☐ No | ☐ Frequently |
| ☐ Occasionally | ☐ Needs discussion |

Are reports missing important information?

Are reports too long, too frequent, or difficult to use?

Repeated Mistakes

Which mistakes have occurred more than once?

What correction was previously given?

Was the Correction Understood?

- | | |
|------------------------------------|------------------------------------|
| ☐ Yes | ☐ No |
| ☐ Partially | ☐ Uncertain |

Was a Practical Prevention Plan Created?

- | | | |
|------------------------------|-----------------------------|---|
| ☐ Yes | ☐ No | ☐ Needs revision |
|------------------------------|-----------------------------|---|

Why is the mistake still occurring?

Emotional Consistency

Does Service Depend Heavily on Mood, Praise, Attention, or Supervision?

- | | |
|---------------------------------------|---|
| ☐ No | ☐ Frequently |
| ☐ Occasionally | ☐ Needs discussion |

Does the Submissive Become Discouraged After Correction?

- | | |
|------------------------------------|--|
| ☐ Rarely | ☐ Frequently |
| ☐ Sometimes | ☐ Needs support |

Does Mistress Feel She Must Constantly Manage the Submissive's Emotional Response?

- | | |
|---------------------------------------|---|
| ☐ No | ☐ Frequently |
| ☐ Occasionally | ☐ Needs discussion |

Inconsistencies That Require Immediate Attention

1.

2.

3.

4.

3. What Requires Clarification

Unclear expectations often create preventable mistakes. This section identifies instructions, boundaries, and responsibilities that need to be explained more precisely.

Duties Requiring Clearer Instructions

Which duties are not clearly understood?

Which duties have several possible methods or standards?

Which responsibilities have changed without being formally updated?

Completion Standards

Are the Standards for Completed Work Clear?

☐ Yes

☐ No

☐ Mostly

☐ Varies by task

Which duties need a clearer completion standard?

Duty	Current Confusion	Clarified Standard

Timing and Deadlines

Which duties need clearer deadlines?

Which duties must be completed at a specific time?

Which duties may be completed within a flexible time window?

Authority and Permission

Which decisions may the submissive make independently?

Which actions always require prior approval?

Which situations allow emergency judgment without permission?

Are there duties where the submissive is asking for permission unnecessarily?

Are there duties where the submissive is acting without required approval?

Reporting Expectations

What must be reported immediately?

What may wait until the next scheduled report?

What information should each report contain?

What Method Should Be Used for Reporting?

- | | |
|---|---|
| ☐ Verbal | ☐ Shared checklist |
| ☐ Text message | ☐ Shared calendar |
| ☐ Written report | ☐ Other: _____ |

Protocol and Ritual

Which titles, postures, or rituals need clarification?

Which protocols apply only in private?

Which protocols apply in public or community spaces?

Which rituals may be shortened or suspended?

Questions Requiring Mistress's Decision

1.

2.

3.

4.

5.

4. What Responsibilities Should Change

Responsibilities should change when they no longer serve their purpose, exceed available capacity, or fail to meet Mistress's needs.

Duties to Continue Without Change

Duty	Reason It Is Working

Duties to Modify

Current Duty	Needed Change	Reason

Duties to Reduce

Which duties should occur less frequently?

Which duties should be simplified?

Which duties require less reporting or supervision?

Duties to Suspend

Which duties should be temporarily suspended?

Reason for Suspension

- | | |
|--|--|
| ☐ Health | ☐ Lack of training |
| ☐ Schedule | ☐ Relationship stress |
| ☐ Financial limitations | ☐ Temporary emergency |
| ☐ Household change | ☐ Other: _____ |

Date suspension begins:

Date duty will be reviewed:

Duties to Remove

Which duties should be removed permanently?

Why are these duties no longer useful or appropriate?

Duties to Add

Which new duties would better support Mistress?

Which responsibilities is the submissive ready to accept?

Which new duties require training before they begin?

Reassignment or Delegation

Which responsibilities should be handled by someone else?

Which duties require professional help?

Which duties should remain Mistress's responsibility?

5. New Skills Needed

New responsibilities should not be assigned without considering whether the submissive has the knowledge, training, tools, and physical ability to perform them safely.

Skills Needed for Current Duties

Skill Needed	Duty It Supports	Current Ability	Training Required

Current ability may be rated as: N - No experience; B - Beginner; C - Competent; A - Advanced; P - Professional.

Priority Skills

1.

2.

3.

4.

Training Method

Training Will Be Provided Through:

- | | |
|---|--|
| ☐ Direct instruction from Mistress | ☐ In-person class |
| ☐ Written instructions | ☐ Professional service provider |
| ☐ Demonstration | ☐ Independent research |
| ☐ Supervised practice | ☐ Trusted community member |
| ☐ Online course | ☐ Other: _____ |

Who is responsible for arranging training?

Who is responsible for training costs?

Supplies or equipment needed for training

Target date for beginning training:

Target date for demonstrating competence:

Skill Evaluation

How Will the New Skill Be Evaluated?

- | | |
|--|---|
| ☐ Observation | ☐ Professional certification |
| ☐ Successful completion of the task | ☐ Reduced need for reminders |
| ☐ Written test or review | ☐ Other: _____ |
| ☐ Repeated supervised practice | |

What standard must be met before independent responsibility is granted?

Skills the Submissive Wants to Develop

Skills Mistress Does Not Require

6. Current Limits

Limits should be reviewed because health, emotions, finances, time, and circumstances can change.

Physical Limits

Have Physical Limits Changed Since the Previous Review?

☐ No

☐ Yes

☐ Temporary change

☐ Requires further discussion

Current physical limitations affecting service:

Tasks that cause pain, dizziness, exhaustion, or other symptoms:

Tasks that require adaptation:

Tasks that should be suspended:

Maximum safe lifting amount:

Required rest periods or pacing:

Physical warning signs that require service to stop:

Emotional Limits

Have Emotional Limits Changed?

☐ No

☐ Yes

☐ Temporary change

☐ Requires further discussion

Current emotional limits:

Triggers or high-stress situations:

Signs the submissive is becoming overwhelmed:

Signs Mistress is becoming overwhelmed:

Preferred method for requesting a pause:

Time and Energy Limits

Maximum realistic service time per day:

Days or times when service must be reduced:

Work, family, or caregiving obligations affecting service:

Required personal time or recovery time:

Financial Limits

Maximum approved spending without permission: \$

Current service-related budget: \$

Financial responsibilities that remain permitted:

Financial responsibilities that must be reduced or removed:

Privacy Limits

Has Access to Any Device, Account, Room, Document, or Personal Information Changed?

☐ No

☐ Yes

New or revised privacy restrictions:

Information that must remain private:

Authority Limits

Areas where Mistress's authority currently applies:

Areas outside the service arrangement:

Decisions the submissive retains independently:

Hard Limits

1.

2.

3.

4.

5.

Soft or Conditional Limits

Limit	Conditions Required	Review Needed?

Are All Current Limits Being Respected?

- ☐ Yes
- ☐ No
- ☐ Mostly
- ☐ Needs immediate discussion

7. Goals for the Next Review Period

Goals should be specific, realistic, and connected to the purpose of the service arrangement.

Service Reliability Goals

What responsibilities should become more consistent?

What reminders should decrease?

What repeated mistake should be corrected?

Communication Goals

What should be reported earlier?

How can reports become clearer or more useful?

What communication habit should improve?

Skill Goals

What skill should be learned or improved?

What training will be completed?

What evidence will show improvement?

Household or Personal Service Goals

What household standard should improve?

What personal service routine should become more dependable?

What administrative responsibility should improve?

Relationship Goals

How should service better support Mistress?

How should the submissive feel more valued or secure?

What form of appreciation or acknowledgment would be useful?

How can resentment or stress be reduced?

Consent and Boundary Goals

What limit requires closer attention?

What boundary needs stronger protection?

What part of the arrangement should be renegotiated?

Primary Goals

List the most important goals for the next review period.

Goal 1

Goal:

Actions required:

Person responsible:

Target date:

How progress will be measured:

Goal 2

Goal:

Actions required:

Person responsible:

Target date:

How progress will be measured:

Goal 3

Goal:

Actions required:

Person responsible:

Target date:

How progress will be measured:

Goal 4

Goal:

Actions required:

Person responsible:

Target date:

How progress will be measured:

Revised Service Agreement Summary

Duties Continuing Without Change

1.

2.

3.

4.

Duties Being Modified

1.

2.

3.

4.

Duties Being Removed or Suspended

1.

2.

3.

4.

New Duties Being Added

1.

2.

3.

4.

New Training Requirements

1.

2.

3.

Revised Reporting Schedule

Daily report:

Weekly report:

Monthly or formal review:

Immediate reporting requirements:

Revised Limits or Boundaries

Additional Agreements

Review Summary

Overall Quality of Service During This Review Period

- | | |
|---------------------------------------|---|
| ☐ Excellent | ☐ Improving |
| ☐ Strong | ☐ Inconsistent |
| ☐ Satisfactory | ☐ Unsustainable without revision |

Mistress's Overall Satisfaction

- | | |
|---|--|
| ☐ Very satisfied | ☐ Dissatisfied |
| ☐ Satisfied | ☐ Requires immediate discussion |
| ☐ Mixed | |

Submissive's Overall Experience

- | | |
|---|--|
| ☐ Positive and sustainable | ☐ Overwhelming |
| ☐ Mostly positive | ☐ Unsustainable |
| ☐ Mixed | ☐ Requires immediate discussion |

Is the Current Arrangement Still Freely Consensual?

Mistress:

- | | | |
|------------------------------|-----------------------------|---|
| ☐ Yes | ☐ No | ☐ With requested changes |
|------------------------------|-----------------------------|---|

Submissive:

- | | | |
|------------------------------|-----------------------------|---|
| ☐ Yes | ☐ No | ☐ With requested changes |
|------------------------------|-----------------------------|---|

Does the Arrangement Require Immediate Revision?

- | | |
|--|---|
| ☐ No | ☐ Temporary suspension |
| ☐ Minor revisions | ☐ Possible ending discussion |
| ☐ Significant revisions | |

Final Comments from Mistress

Final Comments from the Submissive

Acknowledgment

This review records the current condition of the service arrangement and the changes agreed upon for the next review period.

It does not create permanent consent or prevent either person from raising concerns, requesting changes, suspending a duty, or ending the arrangement before the next scheduled review.

Both people acknowledge that service should remain useful, ethical, realistic, and freely chosen.

Mistress:

Signature:

Date:

Submissive:

Signature:

Date:

Next review date:
