

# Serving Me

## – Slave Instruction Manual

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## Serving Me

You will be expected to have learnt all of these rules and be able to follow them without mistake within 8 weeks. You will study and learn how I require each of the following services to be performed.

## Rules

- I shall expect the first eleven of these to be perfect within a week from now
- Within one month each mistake or omission you make will earn you ten strokes of my medium cane
- You must pay attention to details of posture at all times in my presence. Incorrect posture is a mistake
- You must pay attention to timings when reference is made to this. Incorrect timing is a mistake
- You must pay attention to your speech at all times. Incorrect speech is a mistake
- If mistakes are repeated they will earn you twenty strokes of my medium cane

## Appearance

- You will wear no clothes unless I specifically require it in which case you will be notified. You will wear a metal collar at all times and in all places. There will be no exceptions to this.
- You will wear a chastity device, 24/7/365.
- You will be tattooed with a symbol and a number on your right buttock.
- You will keep your whole body free from hair.
- You will shave your head and under arms daily and keep the remainder of your body free from hair with an electric razor.
- You will shave your pubic area once a week when your chastity device will be removed for that purpose and for cleaning.

### 1. How to enter my presence on your knees.

You will not stand in my presence unless:

- You are being inspected
- You are carrying a large object
- You are in public

You will therefore enter my presence crawling on hands and knees with your nose touching the floor.

- You must be in this position before you enter my sight
- You will crawl to a position so that I can clearly see you
- You will stop, kneel up in position 2, and then bow.
- When your nose is on the floor this is kneeling position 3.

You will then kneel with your nose to the floor and your arms held straight in front of you pointing at my feet. Your knees will be spread slightly wider than your hips so that your thighs are angled outwards and your buttocks are raised.

This will be your normal position in my presence when waiting for instructions and is position 1. When I ring the bell to summon you to my presence you will have ten seconds to report at my feet in this position.

### 2. Entering My presence on your feet.

- When you are carrying a large object and it is not possible to crawl you may walk.
- You will hold the object so that your lower arm is horizontal,
- Your eyes will be cast down looking only at my feet.
- You will halt in front of me and spread you legs wide which position you will hold for a count of three seconds.
- You will then bow.
- You will hold that position for a count of three seconds.
- Any object you are carrying will remain upright whilst you bow.
- Once upright again you will kneel, spreading you knees gracefully as you lower them to the floor.
- You will kneel back on your heels as in position 2 and hold out the object being carried so that I can take it if I wish.
- Your arms will be straight and your head will be bowed low between them.
- You will hold the position until I snap my fingers. I may replace the item in your hands during this period.
- If I snap my fingers you will assume position 1 immediately.

### 3. How to leave My presence on your knees

When I give you an order you will first acknowledge that order by kneeling up in position 2 for a count of 3 seconds

You will then bow your nose to the floor in position 3 and remain in that position until I give you the signal to obey the command.

The signal to obey may be a snap of my fingers, the word 'go' , 'begin' 'move' or any other similar word.

You will then crawl from my presence backwards until you are about to disappear.

You will then kneel up position 2, bow your nose to the floor position 3 for a count of three seconds and then continue to crawl until out of My sight.

### 4. Leaving my presence on your feet.

- When you are carrying a large object and it is not possible to crawl you may walk.
- You will hold the object so that your lower arm is horizontal,
- Your eyes will be cast down looking only at my feet.
- You will walk backwards until you are about to disappear from sight.
- You will bow for a count of three seconds.
- You will walk backwards until you are out of my sight.

### 5. How to Crawl

Crawling on all fours will be your normal method of movement anywhere in my sight, with the exception of public view. You will crawl only with your nose just touching the floor. You will have your knees spread slightly wider than your hips as when kneeling in position 1. You will be required to crawl both forwards and backwards.

If you are carrying any item held between your teeth which, is the normal way you will carry things, your head will be raised just sufficiently to prevent the item from dragging on the floor.

If you are in my line of sight you will be required to crawl both up and down stairs, in both cases head first.

### 6. How to Bow

You will be required to bow from a standing position and from a kneeling position.

From standing you will have your legs spread as wide as possible.

Your shoulders will be pulled back and your arms will be folded tightly in the small of your back your chest will be pushed forward and your stomach muscles sucked in tight. Your head will be bowed forwards to your chest. This is position 4.

You will bend forward from the waist lowering your head as far as you can and at least until it is lower than your waist. This is position 5.

You will hold this position for a count of three seconds when you will return to the vertical.

If you are carrying an object in your hands for example a tray with items on it, the tray must remain horizontal throughout the bow.

From Kneeling you will have your buttocks resting on your heels.

- Your knees will be spread as wide as possible.
- Your shoulders will be pulled back and your arms folded tightly in the small of your back.
- Your head will be bowed down to your chest.
- You will then bend forwards until your nose touches the floor.
- You will hold this position for a count of 3 seconds.
- You will then return to position 2.

If you have an object held between your teeth you will bow your head down only until the object touches the ground and hold the bow there for three seconds

### 7. How to Kneel

There are four positions in which you will kneel.

#### Position 1

Nose to the floor, hands stretched straight out in front of you, knees slightly wider than you hips, buttocks raised.

#### Position 2

Buttocks resting on heels. Arms folded tightly in small of back, Knees spread wide, painfully wide! Back straight, Shoulders pulled back, Chest pushed forward, Stomach muscles sucked in tight, and Head bowed with chin on chest.

#### Position 3

As position 2 above but with nose resting on floor. If all above are correct back will be arched with face flat on floor.

#### Position 9

As position 2 but with hands resting on tops of thighs, palms uppermost and your head thrown right back

### **8. Positions for punishment**

There are seven positions for punishment, four standing and three kneeling.

#### ***Standing***

##### **Position 4**

Legs spread wide; arms folded tightly behind back, back straight shoulders back, chest forward, stomach in tight, head bowed to chest.

##### **Position 5**

As position 4 above but with body bent forward in a standing bow.

##### **Position 6**

As position 4 above but with hands resting on the top of your head, elbows pushed back.

##### **Position 7**

As above position 5 but with hands grasping ankles.

#### ***Kneeling.***

##### **Position 1**

Your normal kneeling position in my presence. See section 5.

##### **Position 2**

Kneeling upright, see section 5,

##### **Position 8.**

Similar to position 2. Buttocks resting on heels, knees painfully wide, hands grasping ankles, body leaning backwards, head back, Eyes looking up at ceiling.

### **9. How to acknowledge a command**

When given a direct command you will kneel in position 2 and bow head to floor, position 3.

You will wait in that position until a signal is given to obey the command.

You will not say 'Yes Madam' or utter any other form of speech.

### 10. Reporting when task is completed

You will enter my presence.

You will beg permission to speak.

See section 9.

If permission is granted you will report that the task has been completed saying:-

‘Please Madam your slave has completed its task, Madam’.

### 11. How to answer a question (permitted speech)

You will never initiate conversation unless it is very important and in this case you will first beg permission to speak.

You will kneel in position 1 and say:

‘Please Madam your slave humbly begs permission to speak, Madam’.

When asked a question you will always end every phrase or sentence with the word ‘Madam’.

When referring to Me you will always use the word ‘Madam or ‘Madam’s’.'. Never the word ‘you’ or ‘your’.

When referring to other members of ‘The Circle’ you will always use their full titles.

E.g. Madam Freeman

You will never use the words ‘She’ or ‘Her’. When referring to another Lady.

When referring to yourself you will always use the words ‘your slave’.

### 12. How to serve a drink

Drinks will be served in one of two ways:

- Presenting a cup or glass on a tray
- Presenting a cup or glass held in the hands.

On a tray;

- You will approach walking, head bowed to stand in front of me.
- You will then bow.
- The tray will remain horizontal throughout your bow.
- You will kneel back on your heels as in position 2 and hold out the tray so that I can take it if I wish.
- Your arms will be straight and your head will be bowed between them.
- You will hold the position until I snap my fingers. I may replace the drink on the tray during this period.
- If I snap my fingers you will place the tray on the floor to the side and assume position 1 immediately.
- If you are serving drinks to me and a friend you will serve the friend first and you will then hold the tray for me.

Held in your hands;

You will serve as when holding the tray except that when I take the drink you will keep your hands in the raised position. I may from time to time replace the drink in your hands and I shall want them to remain within easy reach.

### 13. How to serve at table

You will report to me when the meal is ready if I have not cooked it. You will stand behind my chair, bow as I come into view and assist me in being seated.

To serve a dish you will approach from my left hand side, bow, set the dish down, bow again and kneel in position 2 so that I can see you clearly. You will have your head bowed but you must watch carefully so that you can remove the empty dish promptly. To do this you will stand, bow, collect the plate, bow again and walk backwards towards the door. You will bow again before you leave the room.

- If I require my glass to be refilled I shall point to it and snap my fingers.
- You will stand, bow, refill the glass, bow and kneel.
- If there is more than one Lady dining you will serve guests first.

At the end of a meal I shall snap my fingers twice. You will stand, bow, assist me with the chair and kneel nose to the floor, position 3 until I have left the room.

You will already have received instructions as to your next task. You may be required to clear away or attend me.

If Guests are present you will assist them to leave the table one at a time if it is apparent that they expect it and then assist me with my chair.

### 14. How to put on and remove Madam's shoes/boots

Putting shoes on;

- You will have been instructed as to what I shall be wearing on my feet at the start of each day or the previous night.
- You will be waiting in the hallway with the chosen shoes/boots and have made sure they are clean.
- You will always kneel for this task.
- Before placing each shoe/boot on my foot you will gently lift the foot and kiss it. The kiss will last for a count of three seconds.
- You will then place the shoe/boot on my foot making sure you support its weight with your other hand.
- When the shoe/boot is properly fastened you will kiss that foot again and gently lower it to the floor.
- Repeat with other foot.

Removing shoes;

- You will kneel at my feet, kiss one foot, then unlace or unfasten the shoe/boot.
- You will carefully lift the foot and draw the shoe/boot from my foot. You will then kiss that foot again, and gently lower it to the floor.
- Repeat with other foot.
- You will beg permission to speak.
- You will enquire whether I require you to clean the shoes/boots immediately saying:  
'Does Madam require Madam's slave to clean the shoes/boots now please Madam?'
- You will thank me for my decision and act accordingly, saying:  
'Madam, thank you Madam'.

### **15. How to say goodbye to Madam when she leaves the house**

If you are able to do so you will be waiting in the hallway with whatever I have told you I require to take with me.

You will place you nose to the floor as I approach and then kneel up and hand me the items.

You may be on a chain which restricts your movement in which case you will do this as close to the door as you can manage.

You will then kiss my feet and kneel position 3 until I have left the house.

### 16. How to greet Madam on return from work

- If you are able you will be on your knees in the hallway in position 3.
- You will have been looking out for my arrival to ensure this.
- Not being in position is a mistake.
- When I have shut the door you will kneel up position 2 and bow.
- You will then crawl to my feet and kiss them.
- You will take my coat and put it away.
- You will remove my shoes or boots and then follow me to the lounge where you will kneel in position 1.
- If I snap my fingers you will serve me with a cup of tea or other drink as I require and whilst I drink it you will massage my tired and aching feet.

### 17. How to greet a visiting Madam

- You will be kneeling position 3, at my side as I open the door.
- When I have closed the door and greeted the guest you will crawl forward, bow to her and kiss her feet.
- You will hold up your hands ready to take her outside coat if she is wearing one.
- You will then follow us to the lounge or elsewhere and wait for instructions.

### 18. How to say goodbye to a visiting Madam

- You will follow us to the hallway and kneel with the guest's coat in your hands.
- You will assist her on with her coat.
- You will bow to her and kiss her feet.
- You will kneel position 3 until she has left the house and I have shut the door.

### 19. How to fetch a whip or cane

- You will crawl to where the implement is located, collecting it and holding it between your teeth.
- You will return with the implement, Kneel, bow, kneel up again and present the implement gently into my lap or hands.
- You will then bow again and kneel. Position 1.

### **20. How to show submission after punishment**

- You will kneel position 2, and bow.
- You will then crawl forward to kiss my feet.
- You will kiss each foot twice.
- You will then bow again and kneel position 1.

### 21. Madam's morning routine

The routine at the start of each day will vary depending on whether I am going to work and whether you will accompany me.

If I am going to work you will awaken me at the time I have given you the previous night by kissing me feet. You will have showered, and shaved, prepared breakfast and will have brought a cup of tea to the bedroom.

If you are to accompany me to work you will have placed the clothes I specified for you the previous night in the hallway ready to put on.

- You will kneel beside the bed with the tray.
- When I have drunk the tea you will place the tray on the floor and adopt position 1.
- You will then receive instructions as to which clothes to set out, and what I wish to take with me.
- Whilst I am showering you will set out my clothes on the bed.
- You will then go to the kitchen and wait.
- When I enter the kitchen you will kneel, bow and then serve breakfast.
- If you are accompanying me to work you will eat your breakfast, kneeling on the floor.
- After breakfast you will visit the bathroom and then wait in the hallway.
- When I arrive you will bow and put on my chosen footwear.
- You will then dress, pick up what I require to take and follow me to the car.
- If I am not going to work you will wake me as normal with a cup of tea.
- You will serve my breakfast in bed during which time you will kneel position 1 beside the bed.
- After breakfast you will stand in punishment position 6 see section 6 for my inspection.
- You will then run a bath or wait outside the shower.
- You will have a towel ready to dry me and my dressing gown to hand.
- After drying me you will kneel in position 1 and await instructions.

### 22. Madam's bedtime routing

When I inform you that I am going to bed you will kneel up, bow, leave the room and check that all doors are locked, all lights off etc and go to my bedroom and kneel at the foot of the bed, position 2.

- When I enter you will adopt position 3 and remain in that position until I have undressed.
- When I have entered the bathroom you will tidy the clothes I have dropped. Those on the floor are to go into the laundry basket; those on the bed are to be put away in their correct places.
- You will turn back the bed covers top corner to opposite bottom corner so that a triangle is formed covering only half the bed.
- You will resume your place, kneeling at the foot, position 2.
- When I return you will assume position 3.
- As soon as I am in bed you will stand, bow and replace the covers over me, bow again and assume position 1 beside the bed.
- You will then receive instructions as to the time I wish to be woken up and the clothes I shall require for the morning. I shall then inform you of any acts of sexual servitude I require before going to sleep.
- You will acknowledge such instructions as normal.
- When I have finished with you, you will be dismissed.
- You will kneel up, bow and leave the room.
- If not dismissed you will sleep on the carpet at the foot of the bed covered with a blanket.

### **23. How to prepare Madam's bath**

You will run water into the bath until the level is 40 cm from the top. Use the gauge. The temperature must be 40 degrees unless you have been instructed otherwise. When the bath is ready you will report the fact to me. When I have entered the bathroom you will kneel outside in case I require you or I wish to give you another instruction.

### 24. How to dry Madam after a bath or shower

- When I emerge from the bath you will first dry my feet as I sit on the bidet. You will have placed a bath mat on it beforehand.
- You will kiss each foot when it is dry.
- You will then gently dry me from the shoulders downwards with a large bath towel.
- When I am dry you will kneel, position 2, bow and assume position 1.

### 25. How to set out Madam's clothes

You will be required to set out my clothes at the start of each day. You will have been informed of my choice the previous night or when you serve my morning tea. They will be set out as follows:

- Underclothes set out neatly beside each other on the left hand side of the bed.
- Other clothes set out neatly on the right hand side of the bed.
- Neatly means not folded or creased.
- You may be required to dress me.

### **26. How to collect Madam’s discarded dirty clothes**

All dirty clothing is to be collected without the use of your hands and carried to the laundry basket crawling on all fours with the items held between your teeth.

### 27. Making Madam's bed

- If you are not accompanying me to work you will make my bed immediately I leave the house and before you eat breakfast.
- The bottom sheet must be free from creases and stretched tight.
- The duvet but be symmetrically placed with equal overhang on sides and bottom. There must be no creases.
- Pillows must be firmed up and symmetrically placed.

### 28. Organizing Madam's wardrobe

- All hanging clothes will be stored in the wardrobes with shortest on the left, longest on the right.
- Casual wear will be stored in one wardrobe, formal executive wear for work etc in another and formal evening wear in a third.
- No clothes are to be left lying around anywhere in the house.
- Underwear, stockings socks etc are to neatly folded in drawers. You will be shown how, there is a special cupboard for my shoes and boots with racks to hold them.
- They will always be replaced in their correct places.

### **29. Polishing Madams shoes/boots for inspection**

- You will ensure that all of my shoes and boots are clean and perfectly polished when they are placed in the cupboard.
- You may be asked at any time to fetch a specific pair for my inspection.
- You will present them to me as you would serve a glass of wine.
- You will never carry boots between your teeth.

### 30. How to massage Madam's feet

- You will kneel and take my foot gently in your hands.
- You will kiss it and then with one hand on each side, fingers on the top, thumbs beneath you will massage the foot moving you fingers and thumbs in circular motions.
- When I snap my fingers you will kiss the foot, gently lower it to the floor or a stool and massage the other one.
- You will continue massaging my fee until I snap my fingers twice.
- You will back away, kneel up, bow and assume position 1.

### 31. How to suck Madam's toes

- If my feet are on a stool or raised off the ground resting on a stool you will kneel.
- If my feet are on the floor you will be on your belly.
- You will kiss each toe, slowly and reverently.
- You will then take each toe into your mouth, starting with the big toe and moisten it thoroughly with your tongue. You will then lick and suck the toe with your lips making sure your tongue gets right between the toes.
- When you have licked all five toes you will kiss them again in turn.
- You will then repeat your worship of the other foot.
- You will continue until I snap my gingers twice, then kneel, bow, and assume position 1

### 32. How to massage Madam's breasts

- You will kneel beside the bed, cup my breast in your hands and kiss it slowly and reverently. You will kiss the whole of the breast not just the nipple.
- You will massage the breast with circular and squeezing movements of your hands whilst licking and kissing the nipple.
- You will continue until I snap my fingers.
- You will then massage the other breast.
- You will continue your worship until I snap my fingers twice when you will kneel, bow and assume position 1.

### **33. Position prior to sexual servitude**

If I require sexual servitude you will kneel in position 2, and bow. You will then return to position 2 but with your hands resting on the tops your thighs, palms turned uppermost. Your head will be backwards as far as it will go. This is position 9.

### **34. Sexual servitude using the tongue**

There are many techniques and commands you will be required to learn and these are set out in a separate booklet.

You will always continue sexual servitude required until I snap my fingers twice when you will kneel, bow and assume position 1.

### 35. Sexual servitude using dildo gag

- You will acknowledge the command; and then strap the double ended dildo gag in your mouth. You will then lubricate the other end.
- You will then assume position 9.
- When I snap my fingers you will move forwards and gently insert the dildo between my legs.
- When I snap my fingers you will move your head slowly forwards and backwards using the whole length of the dildo.
- When I snap my fingers you will cease your movements.
- A further snap and you will start the movement again.
- If I snap my fingers twice you will withdraw, kneel, bow and assume position 9.

### 36. Conduct in public

- You will carry all baggage, open and close all doors and always walk slightly behind me.
- You will always drive if we are in the car.
- If no-one else is in the car it is a private situation. All protocols will be observed except that you will be clothed.
- You will always stand if I am standing and only sit at a signal from me.
- You may not speak unless I have given you permission beforehand.
- If granted you will be permitted normal speech which must be polite and agreeable to me at all times.
- In restaurants you will always eat and drink what I decide.

### 37. Conduct when visiting another Madam's house

- If the Madam is a member of 'The circle' you will accord her all respect and reverence due to me.
- You will be required to perform all acts of servitude including sexual.
- If the Madam is not a member of 'The Circle' but is fully aware of your slave status you will accord her all respect and reverence due to Me and will be required to perform all acts of servitude except sexual.
- On entering the house you will immediately kneel and kiss her feet.
- You will be told where to go to strip and leave your clothes.
- You will then present yourself formally to Madam, see section 1 entering on your knees. However for this presentation you will bow twice before assuming position 1.
- You will respond to all commands from the Madam as if they were issued by Me.
- In all other respects the conditions will be as it you were at home.

### 38. Changes

- These are your basic rules for serving me.
- At any time they may be changed or added to at my whim.
- I shall require you to demonstrate the degree of grovelling servitude consistent with your status as a slave and I shall expect you to make every effort to please me and my girlfriends.