

**TERMS OF AGREEMENT**

1. YOUR COMPANY performs \_\_\_\_\_\_ services at the fee of $\_\_\_\_ for a \_\_ hour session. Additional time may be booked at $\_\_\_ per hour. Sessions of \_\_ hour or more are scheduled for an additional $\_\_ hour and include a \_\_ minute unpaid meal break. Design time and time exceeding scheduled sessions will be billed in \_\_ hour increments at the corresponding hourly rate. All on-site work is booked with \_\_ hour minimums.
2. Travel of\_\_ minutes round trip is included in the above fee. Travel charges will be applied when travel exceeds \_\_ minutes round trip.
3. Proper consideration regarding cancellations and appointment changes is expected. Appointments cancelled within\_\_ hours of a scheduled appointment time are subject to a cancellation charge of \_\_% of scheduled work.
4. Clients are asked to remove and secure firearms and other "private" personal items from work areas before work begins.
5. Shopping for organizing products and donation drop off can be provided by YOUR COMPANY. We are also happy to make recommendations and/or arrangements for trash removal or shredding services. Time will be billed at the hourly rate. Client agrees to reimburse YOUR COMPANY for authorized expenses.
6. Suggestions regarding procurement and/or retention of legal, financial, and accounting documents may be made on by the organizer to expedite the organizing process. However, all final decisions regarding these documents should be made by your personal CPA, Attorney or Financial Advisor.
7. YOUR NAME is a member of the National Association of Productivity and Organizing Professionals. She is bound by their Codes of Ethics. Any physical or verbal content expressed during the course of the project will remain confidential and will not be shared with outside parties, unless required by law.
8. Payment for packaged services and virtual organizing is to be made prior to our first session. Credit cards are accepted through PayPal or you may send a check. On-site sessions not paid in advance by credit card are to be paid at time of service via check or cash.

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Client’s Signature (optional) Your Signature (optional)