



Lisa
TheOrganizer

TERMS OF AGREEMENT

- LisaTheOrganizer, LLC. performs services for at \$75/hour.
- If any additional organizers are necessary for services, the fee of \$75 per hour, per organizer will be charged.
- A three hour minimum of organizational services is required.
- If you must cancel our appointment, please kindly allow 48 hrs notice.
- Payment is due at the completion of each session.
- Travel charges will be applied when travel exceeds 45 minutes.
- A deposit of HALF of the estimated TOTAL price is required to hold an appointment date.
- Clients are asked to remove and secure firearms and other personal items from work areas before work begins.
- I am fully insured to cover damage to possessions or property. My personal safety and health are important, and I take them into account when I make decisions about our sessions. In the event we discover hazardous materials (such as evidence of rodents), I may need to stop organizing, depending on the severity of the situation, until the hazardous materials are professionally cleaned. If I feel I can proceed with the use of an N-95 mask and gloves, I will do so at an increased rate of \$50 additional per hour for organizing involving the hazardous space (the same when working with an assistant)
- Shopping for organizing products and donation drop off can be provided by LisaTheOrganizer, LLC. at a rate of \$75/ hour. Additionally, LisaTheOrganizer, LLC will accompany the client to shop for any organizational products if the client chooses that option. Time will be billed at the hourly rate. I am also happy to make recommendations and/or arrangements for trash removal, shredding services or donations. Client agrees to reimburse LisaTheOrganizer, LLC. for authorized expenses.
- Suggestions regarding procurement and/or retention of legal, financial, and accounting documents may be made 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.

- LisaTheOrganizer, LLC. is a member of the National Association of Productivity & 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.
- Client makes ALL final decisions on what they keep, sell, donate, or throw away.
- A homeowners, condo, or rental policy is required to be current and active during services rendered by LisaTheOrganizer, LLC.
- You agree to waive subrogation against LisaTheOrganizer, LLC
- Client has an independent appraiser to appraise items to be added to their homeowners policy prior to work beginning.
- LisaTheOrganizer, LLC. Is not responsible for any item valued over \$500.00
- LisaTheOrganizer, LLC. is not liable for any clock internal movements.
- Client agrees that their homeowner policy is the primary policy for any property damage claim.
- LisaTheOrganizer, LLC. will ask permission to take before and after pictures of a job.
- ALL organizing services provided by LisaTheOrganizer, LLC. are private and confidential. NO information is shared or discussed.

Client's Signature

Organizer's Signature

Date



National Association of
Productivity & Organizing
— Professionals —