



TERMS OF AGREEMENT

- LisaTheOrganizer, LLC (“LTO”) will provide the following services {“Services”) as specified by Client:
 - ❑ Moving Services include but are not limited to coordinating with movers, shopping for packing products, trash removal, shredding, arranging for donated items to be picked up or delivered, packing and unpacking.
 - ❑ Organizing Services include but are not limited to shopping for organizing products, arranging for donated items to be picked up or delivered, rearranging, straightening, neatening, reordering, classifying, and decluttering spaces and labeling spaces.
- LTO performs Services for at \$90 per hour with the exception of shopping for packaging or organizing products which are charged for at a rate of \$75 per hour.
- Client agrees to reimburse LisaTheOrganizer, LLC. for purchase of moving or organizing products by LTO on behalf of Client at cost.
- Client agrees to pay \$90 per hour for each additional organizer necessary to deliver Services as mutually agreed on by Client and LTO.
- A three-hour (3) minimum of Services is required.
- A travel fee of \$50 will be charged to the client for travel exceeding 45 minutes. Client agrees to pay for all tolls and parking.
- A deposit of **HALF** of the estimated **TOTAL** price is required to hold an appointment date
- Client may cancel an appointment with 48 hours advanced notice by phone or email. Client agree they will charged and will pay a three-hour minimum for each organizer in the event they cancel an appointment with the above-mentioned advance ed notice.
- Payment is due for Services at the completion of each session.
- Client and LTO (collectively “Parties”) will work together during professional organizing and productivity consultations
- Parties agree to the best of his or her knowledge that neither Party or the other occupants of their respective homes, nor a person with whom we have been in in close contact with:



- Has experienced any cold or flu-like symptoms in the previous 14 days (fever, cough, sore throat, respiratory illness, difficulty breathing)
 - Is currently diagnosed with COVID-19
 - Has a test pending for COVID-19
 - Is currently under quarantine due to COVID-19 concerns
 - Has had contact in the previous 14 days with someone diagnosed with COVID-19
 - Has had contact in the previous 14 days with someone who had contact with someone diagnosed with COVID-19
 - Has traveled in the previous 14 days to anywhere designated as having widespread ongoing transmission of COVID-19 by the Center for Disease Control
 - As a result of COVID-19, LisaTheOrganizer will wear a mask during all organizing sessions
- Clients are asked to wear a mask during all organizing sessions
 - Social distancing will be observed during an organizing session
 - LTO will not be held responsible if a client contracts COVID-19
 - Client will not be held responsible if LisaTheOrganizer contracts COVID-19
 - Travel charges will be charged to Client at the hourly rate when travel exceeds 45 minutes
 - Clients are asked to remove and secure firearms and other personal items from work areas before work begins
 - LTO is 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)
 - 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
 - LTO is a member of the National Association of Productivity & Organizing Professionals and 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



- Client shall have homeowners, condo, or rental insurance in place while Services are being rendered by LTO.
- Client agrees to permit LTO to take before and after pictures of Moving or Organizing Services to be used on social media platforms or on its website.
- LTO agrees not to disclose any personal Client information. ALL conversations between Client and LTO are private and confidential.

Client's Signature

Date

Lina S. Hawkantoch

Organizer's Signature

