**Terms of Agreement**

The parties of this agreement are:

Organizer: Deirdre Smith, Owner of Happy Place Organizing

Client:

Thank you for the opportunity to be of service! My hope is to create freedom, order, and clarity in your environment through my organizing services. This letter is to confirm the details of our agreement, including the systems and services to be provided by my professional organizing company.

1. Happy Place Organizing performs organizing and productivity services at the fee of $\_\_\_\_\_\_\_\_\_ for a \_\_\_\_\_\_ hour session. Additional time may be booked at $75 per hour. Design time and time exceeding scheduled sessions will be billed in ¼ hour increments at the corresponding hourly rate. All on-site work is booked with a 3 hour minimum.
2. Proper consideration regarding cancellations and appointment changes is expected. Please provide 48 hours notice.
3. Clients are asked to remove and secure firearms and other “private” personal items from work areas before work begins.
4. Happy Place Organizing can provide shopping for organizing products and donation drop-off. 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 Happy Place Organizing for authorized expenses.
5. Suggestions regarding procurement and/or retention of legal, financial, and accounting documents may be made by the organizer to expedite the organizing process. However, your personal CPA, Attorney or Financial Advisor should make all final decisions regarding these documents.
6. The organizer may also make suggestions regarding retention or removal of household and personal items. However, you are the final decision maker. Anything that is donated or thrown out is done so with your verbal authorization.
7. Deirdre Smith is a member of the National Association of Productivity and Organizing Professionals and bound by their Code 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. A 50% deposit is due in order to schedule the session(s).

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 Client’s Signature and Date Organizer’s Signature and Date