



SQUARED UP

Squared Up, LLC. Working Agreement

Client: _____

Email: _____

Phone: _____

Address: _____

Estimate of Hours Needed & Space(s) Discussed:

_____	_____
_____	_____
_____	_____

Organizing Rate: \$50/hour

Shopping Assistance Rate: \$25/hour

Payment is due immediately following work session and non-refundable.

Accepted forms of payment: Cash, check, Paypal® or all major credit cards.

Date: _____

Client Signature

Phone Call Confirmation: Unless otherwise stated, I will *not* call to confirm appointments. If you need to change or reschedule your appointment time, it is your responsibility to contact me and do so.

Cancellation Policy: Cancellation of a scheduled appointment with less than 24 hours' notice or a no-show will be charged a fee of 50% of the day's scheduled work (up to \$100.00).