

Terms of Agreement

1. Squared Up, LLC performs residential home organizing services at the fee of \$50/hour for a minimum of three (3) hours of work. Sessions may be broken up into smaller segments of time depending on the nature of the work and the client's preferences. Sessions of six (6) hours of work will include a thirty minute unpaid meal break. 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 three (3) hour minimums.
2. Initial phone intake calls are complimentary. On-site assessments are subject to a flat fee of \$75. This amount will be deducted from final invoice contingent on hire.
3. Travel of 60 miles round trip is included. Travel charges will be applied when travel exceeds 60 (\$0.25/mile will be added to final invoice) each week.
3. Proper consideration regarding cancellations and appointment changes is expected. Appointments cancelled within 24 hours of a scheduled appointment time are subject to a cancellation charge of 50% of scheduled work (up to \$100) for that day's scheduled session.
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-offs can be provided by Squared Up, LLC. Clients are eligible for **one** complimentary donation drop-off. Additional donation drop-offs are subject to a \$25.00 disposal fee. Shopping for organizing products will be billed \$25/hour. The client is responsible for covering the cost of any materials deemed necessary for the project; however, no products will be purchased without client consent.
6. Suggestions regarding procurement and/or retention of legal, financial, and accounting documents may be made by the organizer to expedite the organizing process. The client's personal CPA, attorney, or financial advisor should make all final decisions regarding these documents.
7. Sarah Hotham is a member of both the National Association of Professional Organizers (NAPO) and the Institute for Challenging Disorganization (IDC). She is bound by each of 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.

Client Name (Printed): _____

Signature: _____

Organizer's Signature: _____



SQUARED UP

Date: ____/____/____