



TERMS OF AGREEMENT

1. ORGANIZATIONAL LOGISTICS LLC. performs organizing, clutter coaching and/or decluttering services at the fee of \$50 for a 1 hour session. Additional time may be booked at \$50 per hour. Time exceeding scheduled sessions will be billed in 30 minute increments at the corresponding hourly rate. All on-site work is booked with 2 hour minimums.
2. Travel of 60 minutes round trip is included in the above fee. Travel charges will be applied when travel exceeds 60 minutes round trip.
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.
4. Shopping for organizing & storage solution products and donation drop off can be provided by ORGANIZATIONAL LOGISTICS LLC. 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 ORGANIZATIONAL LOGISTICS LLC. for authorized expenses calculated by hour of time + cost of materials.
5. Suggestions regarding procurement and/or retention of legal, financial, and accounting documents may be made on 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.
6. ORGANIZATIONAL LOGISTICS LLC. is a member of the National Association of Productivity and 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.
7. Payment for packaged services and virtual organizing is to be made prior to our first session. Credit cards are accepted through PayPal, Venmo or you may send a check. On-site sessions not paid in advance by credit card are to be paid at time of service via check, cash or credit card.