



## TERMS OF AGREEMENT - 2022

1. ORGANIZATIONAL LOGISTICS LLC work fees are based on \$55 per hour per organizer for all services and billed in 30 minute increments. On-site sessions not paid in advance are to be paid at time of service via check, cash, Venmo account (3% processing fee) or credit card (3% processing fee). All on-site work is booked with a 4 hour minimum. All sales final. On-site quotes have a fee of \$55, virtual quotes are complimentary.
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 and is calculated in 15 minute increments (.25) x \$55.
3. Proper consideration regarding cancellations and appointment changes is expected. Appointments canceled within 24 hours of a scheduled appointment time are subject to a cancellation charge of 50% of scheduled work if CLIENT does not reschedule for a future date.
4. Online shopping for organizational items and in-store up for items can be provided by ORGANIZATIONAL LOGISTICS LLC. Time will be billed at the hourly rate in 30 minute increments. We are also happy to make recommendations and/or arrangements for trash removal or shredding services.
5. Donation haul-off can be provided by ORGANIZATIONAL LOGISTICS LLC. Time will be billed by the hourly rate in 30 minute increments. Once items are removed from the property ORGANIZATIONAL LOGISTICS LLC assumes ownership to distribute as they see fit. If other parties in CLIENT'S home need to be involved in the decision-making process, please make ORGANIZATIONAL LOGISTICS LLC aware before the items are removed from the property. These items may not be reclaimed once removed from the property.
6. 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 CLIENT'S personal CPA, attorney or financial advisor.
7. 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. Photos/videos taken during client sessions are used to provide the CLIENT with visual documentation of the before and after process. CLIENT should inform ORGANIZATIONAL LOGISTICS LLC. if they prefer photos to not be shared on social media and/or the company's website. CLIENT's personal information will not be shared nor sold.