

Thank you for choosing The Organization Maven as a partner to help you regain control and find peace and joy in your space. Before we begin working together, it is important to review the following terms, as it is helpful when both parties are clear on expectations. Your confidentiality and trust are of the utmost importance. Listed below are my terms of service that define my process and service.

**What to expect?**

- Option A: • I will work side by side with you, going through each item.
- Option B: • You are going to be "off-site" from the area I am organizing, I will be contacting you for approval of editing your items.
- I will assemble freestanding shelves, however, I'm not a handyman and I will not be attaching them to your walls.
- I will wear a mask and follow all safety procedures, unless given permission for otherwise

**Donations / Hazardous Chemicals / eWaste / Trash**

- **Donations:** All items deemed for donation will be taken to the location of **my choice**.
- **Hazardous Disposal:** Light bulbs, paint, batteries, pesticides, and household chemicals will be disposed of.
- **eWaste:** Old technology such as old cell phones, printers, monitors, laptops, and computers will be disposed of.
- **Trash:** All trash is to go into **your** trash receptacles. **\*\*There will be a \$250 charge per load\*\* (if trash goes in my truck)**

**Payment Terms**

**Payment is due at the end of each session.** Payment can be:

- Credit Card – paid via card swiper
- Venmo - @theorganizationmaven
- PayPal – @theorganizationmaven

**Supplies and Shopping**

The Organization Maven will shop for and purchase the supplies. Receipts for funds spent will be presented for full reimbursement.

**Scheduling on my calendar**

A 10% deposit of \_\_\_\_\_ is expected to secure your session on my calendar. This deposit will be applied to your session. This is non-refundable if you choose to cancel. Please see above Venmo / Paypal info for payment.

**Process Ownership**

Regarding the editing, sorting, and organizing of items, the Client maintains process ownership. The Organization Maven recognizes items as the sole property of the Client, and though efforts will be made to help reduce the volume of belongings when necessary, it is hereby stated that the final decision on such matters belongs to the Client.

**Project Outcomes**

Project outcomes depend on the Client's willingness to participate in the process; sorting, editing, and donating when necessary. Long-term maintenance pre-paid packages are available – let's talk about it after completing your project(s).

**Disruption of Service**

The Organization Maven reserves the right to terminate the project for the following reasons:

- Repeated cancellations and rescheduling
- Client or family members engage in disruptive, threatening or violent behavior, which can include but is not limited to yelling, verbal abuse, threats (outright or implied)
- Unsafe or unsanitary working conditions

**Time of Performance**

As The Organization Maven, I do my best to complete the work in a timely manner, however, I also take into consideration the Client's emotional, physical, and mental needs. I will adjust my speed of work for the best interest of the Client.

**Confidentiality**

The personal information of and in possession of the Client will be treated confidentially and with respect at all times. During the course of our service we may come across items of a private or personal nature. It is our policy and is strictly enforced that no personal or private information is ever shared with anyone else. This includes name, address, phone number.

**Photo Release**

The Client releases all rights to before and after photos, to be used by The Organization Maven for marketing purposes, including but not limited to website, social media, educational presentations, and pamphlets. Client identity and confidentiality will always be top priority in regards to photo usage.

I understand this is a *rough estimate for total cost*, and should be used a guide for an possible outcome for this project. I have read, understand and fully agree to the above terms and agree that the services are being performed in accordance with the above items. **By scheduling organizing services, I am agreeing to these terms.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date