

MICHELLE MAY

PROFESSIONAL ORGANIZING SERVICES AGREEMENT

Services & Rates

MICHELLE MAY provides professional organizing and packing services at a rate of **\$300 for a 4-hour session**, payable prior to the start of the session.

Additional time may be booked at a rate of **\$75 per hour**.

All on-site projects require a **4-hour minimum booking**. Sessions lasting 4 hours or more include one unpaid 30-minute meal break.

Additional labor, if requested or required, will be billed at the hourly rate of **\$75 per hour**, unless otherwise specified in writing.

Design and planning time will be billed in **2-hour increments** at the corresponding hourly rate.

Travel Fees

Travel within **60 miles round trip** is included in the session fee.

For travel exceeding 60 miles round trip, an additional travel fee of **\$0.50 per mile** will apply to cover mileage, fuel, and travel time.

Cancellations & Rescheduling

Appointments canceled within **24 hours** of the scheduled appointment time are subject to a cancellation fee equal to **50% of the scheduled service amount**.

Client Responsibilities

Clients are asked to remove and secure all firearms and personal valuables prior to the start of services. This includes, but is not limited to jewelry, cash, prescription medications, recreational drugs, pornographic materials, and sensitive personal items.

MICHELLE MAY is not responsible for lost, misplaced, or unsecured valuables.

Shopping, Supplies & Additional Services

MICHELLE MAY may provide shopping services for organizing products, donation drop-off services, and recommendations or arrangements for trash removal or shredding services.

Time spent on these services will be billed at the standard hourly rate.

Clients agree to reimburse MICHELLE MAY for any pre-approved purchases or expenses made on their behalf.

Recycled moving boxes and organizing supplies may be available for purchase during service appointments. Please notify MICHELLE MAY prior to service if supplies from existing stock are requested.

Legal & Financial Documents

Suggestions regarding the organization, retention, or disposal of legal, financial, tax, or accounting documents may be offered to assist with the organizing process.

However, all final decisions regarding these documents should be made in consultation with the client's CPA, attorney, or financial advisor.

Confidentiality

MICHELLE MAY adheres to the professional standards and Code of Ethics of the National Association of Productivity and Organizing Professionals (NAPO).

All personal information, conversations, and materials encountered during the course of services will remain confidential and will not be shared with outside parties unless required by law.

Payment Terms

Payment for services, including virtual organizing sessions, is due prior to the first scheduled session unless otherwise agreed upon in writing.

Accepted payment methods include cash, Zelle, PayPal, Venmo (@Maydayorganizers), Cash App (\$doxo), and checks payable to Michelle May.

Returned checks are subject to a **10% service fee**.

Late or non-payment may result in additional fees and/or suspension of future services until payment is received.

Limitation of Liability

MICHELLE MAY shall not be held liable for pre-existing damage to property, normal wear and tear, or any damage resulting from structural instability, improper installation, or unsafe conditions within the client's home or workspace.

Clients acknowledge that organizing services may involve moving, lifting, stacking, or relocating personal property and accept responsibility for any risks associated with these activities.

Photo & Social Media Release

No photographs of the client's home or belongings will be used for marketing or social media purposes without the client's prior written consent.

If permission is granted, identifying personal information will never be disclosed.

Safety & Clutter Conditions

Clients acknowledge that heavily cluttered spaces may contain safety hazards including unstable stacks, dust, mold, pests, sharp objects, or heavy items.

MICHELLE MAY reserves the right to stop work immediately if conditions are deemed unsafe or hazardous.

Results Disclaimer

Professional organizing is a collaborative process. While MICHELLE MAY strives to create functional and sustainable systems, long-term results depend on the client's participation, maintenance, and ongoing habits.

No guarantees are made regarding specific outcomes or timelines.

By signing below, the client acknowledges that they have read, understood, and agreed to the terms outlined in this agreement.

Client Signature: _____

Date: _____

Printed Name: _____