

## TERMS OF AGREEMENT

- MICHELLE MAY performs ORGANIZING services at the fee of \$255 for a 4-hour session. Additional time may be booked at \$55 per hour. Sessions of 4 hours or more are scheduled for an additional \$55 hour and include a 30-minute unpaid meal break. All on-site work is booked with 4-hour minimums. The \$255 flat rate includes time it took me to prepare and consult for the session unless only consulting. Additional labor is billed at the hourly rate of \$65 per hour unless specified. Design time will be billed in 2-hour increments at the corresponding hourly rate.
- Travel of 60 miles round trip is included in the above fee. Travel charges will be applied when travel exceeds 60 miles round trip this will cover my mileage, gas and time. The travel charge is .50 cents per mile.
- 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.
- Clients are asked to notify if there are any pets as some animals may cause an allergic reaction. Clients are asked to remove and secure firearms and other "private" personal items including jewelry, valuables, pornography, recreational drugs and prescriptions from work areas before work begins.
- Shopping for organizing products and donation drop off can be provided by MICHELLE MAY. 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 MICHELLE MAY for authorized expenses. Recycled boxes can also be purchased at a discounted rate for time of service. Please indicate if you would like to use supplies from my stock prior to service. I do not sell boxes or supplies beyond scope of work provided.
- 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.
- MICHELLE MAY 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.
- Payment for packaged services and virtual organizing is to be made prior to our first session. Cash is accepted. Payments can be made through Zelle, PayPal, VENMO @Maydayorganizers, Cash App \$doxo or by check made payable to Michelle May. On-site sessions not paid in advance by credit card on PayPal are to be paid at time of service via

check or cash.