

# Organizing with Joy

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## Official Client Agreement

This agreement is between **Organizing with Joy** and \_\_\_\_\_, an individual.

### OBLIGATIONS

The parties agree as follows:

1. As a full-service organizing and productivity business, **Organizing with Joy** shall provide the following services based on your needs only as described in this agreement.
2. \_\_\_\_\_ shall abide by the terms of service set forth in this agreement and will cooperate fully and effectively with **Organizing with Joy** to complete the project(s) laid out in this document.

### SERVICES AND QUOTED FEE

Discovery Call/Initial Consultation

- Time:

The purpose of the initial consultation and needs assessment is to identify and define the client's organizing challenges and goals. Since each person's situation is unique, it is critical to get a clear picture of where you are and where you are headed before we proceed with your project.

Your **Organizing with Joy** consultant will use your measurements and photographs of the space to assist in the implementation process during the first session.

**Chosen Service:**

**Number of Sessions:**

**Project Completion Time:**

**Quoted Fee:**

### PET AND SAFETY POLICY

For the safety of all parties, including pets and children, they must be secured in a separate area away from the workspace during our session. This helps prevent accidents, injuries, and potential escapes, as organizing often involves open doors, quick movements, and heavy items.

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### STORAGE OF PERSONAL AND PRIVATE ITEMS

The Client agrees that any personal, private, or sensitive items that need to be stored or temporarily relocated during the organizing process will be handled with the utmost care and discretion by the Organizer.

### MEDIA RELEASE

**Organizing with Joy** takes photos of all organizing projects because it showcases work that generates new business for the company. These reference photos are essential to the success of **Organizing with Joy** and our ability to book more amazing clients like you!

You agree to allow **Organizing with Joy** to share anonymous after photos/videos on social media of organizing projects during your sessions. (This media will not reveal any identifying information for your safety.)

**May we include anonymous before photos of your space?**

**Please specify anything you do not want included (if any):**

### OTHER SERVICE PROVIDERS

If other service providers will be involved, **Organizing with Joy** takes no responsibility, and the Client agrees to hold **Organizing with Joy** harmless for their actions or performance.

### TERMINATION OF AGREEMENT

This Agreement may be terminated by either party with written notice. The Client agrees to pay for all services rendered, cancellation fees, other outstanding fees, and any legal or collection fees incurred by **Organizing with Joy** to collect on payments due.

### GOVERERING LAW

This Agreement is governed by the laws of the State of California and is not transferable to any other party or service location. The Client agrees to the personal jurisdiction of the state and federal courts in San Diego County, California, U.S.A.

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### LIMITATION OF LIABILITY

Client will review all materials **Organizing with Joy** recommends be disposed of by means of recycling, shredding, donation, resale, or any other means agreed to between Client and **Organizing with Joy**.

Client agrees that Organizing with Joy and its employees are not responsible for any loss of damage caused by Client's failure to carefully review or inspect any disposed items. Client also agrees that **Organizing with Joy** and its employees are not liable for any loss or damage, including consequential damages, Client sustains as the result of Services or advice provided to Client by **Organizing with Joy**, or its employees, under this Agreement, including any loss or damage caused by the negligence or fault of **Organizing with Joy** or its employees.

This letter of agreement constitutes the understanding of standard **Organizing with Joy** organizing services and fees between the parties; its terms can be modified only by a written amendment to this agreement, signed by both parties.

### PRIVACY POLICY

The Client's identifiable information shall never be disclosed without the Client's written consent except as required by law or where a situation poses real harm to the Company's organizers or to others.

### RIGHT TO REFUSE SERVICES

The Company reserves the right to refuse service at any property that it deems at its sole discretion to be unsafe or otherwise untenable.

### FOLLOW UP AND EVALUATION

Once an organizing system is in place and the client has an opportunity to "test" the system, it is important to evaluate how the system is working. Within thirty days, Organizing with Joy will provide a thirty-minute follow-up.

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### SIGNATURES

Date: \_\_\_\_\_ By: \_\_\_\_\_

Name:

Title: Owner

Date: \_\_\_\_\_ By: \_\_\_\_\_

Name:

Title: Client

### INITIALS

I have taken the time to reasonably review and/or seek consultation (if necessary) before signing this agreement \_\_\_\_\_

I have read and understand the media release agreement on page 2 \_\_\_\_\_