



# De-Clutter Me, Leigh

## Professional Organizer

### ***Client Agreement***

#### **De-Clutter Me, Leigh**

Leigh Wilder

914-409-6752

[www.decluttermeleigh.com](http://www.decluttermeleigh.com)

[leigh@decluttermeleigh.com](mailto:leigh@decluttermeleigh.com)

#### **CLIENT CONTACT INFORMATION**

Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Thank you for your interest in De-Clutter Me, Leigh. Please review the following Terms and Conditions, which provide the basis for our working relationship.

#### **WELCOME TO DE-CLUTTER ME, LEIGH**

Working with a professional organizer is an exciting and rewarding experience. The best organizer-client relationships are based on a collaboration of ideas, resulting in an organizing action plan that can be implemented over the course of the working relationship. De-Clutter Me, Leigh strives to tailor the system to the Client so that the system can be maintained on an ongoing basis.

#### **PAYMENT FOR ORGANIZING SERVICES & SUPPLIES**

The Hourly rate for services, including on-site organizing, and off-site shopping is \$ \_\_\_\_\_ per hour. Payment is due at the end of each organizing session for the hours covered in that session, unless otherwise agreed. Payment may be paid by cash, check, or PayPal and Client is fully responsible for any bank charges incurred by De-Clutter Me, Leigh due to insufficient account funds.

Organizing services do not include the cost of supplies or products that may be used to complete the project (e.g., baskets, file folders, containers, packing boxes etc.). If it is agreed that De-Clutter Me, Leigh will obtain necessary supplies, then such supplies or products will be purchased by De-Clutter Me, Leigh and brought to the session for project completion. Client will be responsible for reimbursing De-Clutter Me, Leigh for both time spent and products upon presentation of purchase receipt.

#### **DISPOSAL OF CLIENT'S PROPERTY**

All materials selected for donation, destruction, and shredding will be approved by Client and Client will not hold De-Clutter Me, Leigh liable for those items.

### **DONATION OF CLIENT'S PROPERTY**

Client will make all decisions regarding donation of property. Upon request of Client, De-Clutter Me, Leigh can transport items to be donated to charity at \$40 per delivery. Client will not hold De-Clutter Me, Leigh liable for those items. Client can request receipt for tax deductions but acknowledges that he or she is responsible for itemizing and valuing such donations for tax purposes.

### **GOOD FAITH ESTIMATE**

If this Agreement includes a good faith estimate of the length of time necessary to complete the project, De-Clutter Me, Leigh will make every effort to complete the project within the estimated time period. However, the actual time needed may vary depending on the circumstances, including the Client's ability to quickly make decisions and fully participate in the organizing process. Client is responsible for payment of services exceeding the estimate.

### **CLIENT COOPERATION**

Cancellation of a scheduled session must be done at least 48 hours in advance. De-Clutter Me, Leigh will then reschedule your session for a mutually convenient date and time.

### **Photography**

De-Clutter Me, Leigh urges the taking of before, during, and after photos to monitor progress. Initial here \_\_\_\_\_ if Client agrees to allow use of these for marketing purposes, with no identifying names.

### **CONFIDENTIALITY**

De-Clutter Me, Leigh values the trust of its clients and, accordingly, agrees to maintain the confidentiality of all information about the client learned through the performance of services. All of the clients listed on De-Clutter Me, Leigh website have granted permission to list them as a client or have submitted a testimonial for De-Clutter Me, Leigh to use in the marketing of its business and services.

### **PARAMETERS OF RELATIONSHIP**

De-Clutter Me, Leigh is not qualified to provide legal, tax, accounting or financial advice, and the information provided to you by De-Clutter Me, Leigh is not intended as such. Client should refer all legal, tax, accounting, and financially related inquiries to appropriately qualified professionals. De-Clutter Me, Leigh is not a mover or cleaning service.

Thank you.

**Leigh Wilder Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Clients Signature(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_