



### **Terms of Service Agreement**

*An executed Service Agreement is required prior to the start of any organizing project.  
Schedules are set by mutual agreement.*

This Agreement ("Agreement") dated below by signature, is entered into between **Organizing By Tiffany, LLC**, hereinafter referred to as the "**Service Provider**," and \_\_\_\_\_, hereinafter referred to as the "**Client**." This Agreement outlines the terms and conditions for organizing and/or moving preparation services to be provided by the Service Provider.

#### **1. Scope of Services:**

The Service Provider agrees to provide Home Organizing services to the Client. This includes, but is not limited to, researching, designing and procuring the proper organizing materials, space planning for maximizing square footage, decluttering, downsizing, handywoman services, packing and unpacking that can include organization during unpacking.

#### **2. Hourly Rate-**

**\$70** at the Standard~ 8 hours per day

**\$75** at the Minimum ~4 hours

#### **3. Material Procurement:**

The time spent by the Service Provider researching and shopping for the specific project materials will be billed at the hourly rate. The cost of materials, including the purchase price, will be the responsibility of the Client and will be paid directly by the Client. Reimbursement for items service provider purchases will be due that same day.

#### **4. Access to Property:**

The Client agrees to provide the Service Provider with full access to the property where the services will be performed during the agreed-upon working hours. The Client will ensure that all areas of work are accessible, and any necessary permissions or authorizations for property access are obtained in advance.

## **5. Cancellation Policy:**

Cancellation by the Client: If the Client needs to cancel or reschedule a scheduled work session, a minimum of 24 hours' notice is required. If the Client provides less than 24 hours' notice, a cancellation fee of 50% of the scheduled service fee will apply.

## **6. Liability:**

The Service Provider shall not be held liable for any loss, damage, or theft of the Client's personal property, including items being organized, during the course of the organizing services.

## **7. Governing Law:**

This Agreement shall be governed by and construed in accordance with the laws of the state of Kansas.

## **8. Confidentiality:**

This is a judgment free zone! Given the sensitive nature of the work we do and the high level of trust it requires our clients to place in us, clients can be assured of absolute privacy when working with us. We strictly adhere to the National Association of Professional Organizers Code of Ethics which emphasizes confidentiality, honesty, and integrity.

## **9. Methods and Terms of Payment:**

We accept payment by Cash, Check, Venmo, or Zelle. *Paypal and Credit Card payments will include a 3.5% processing fee.*

Payment is due in full at the end of each day during the organizing session

## **10. Entire Agreement:**

This Agreement represents the entire understanding between the Client and the Service Provider and supersedes any prior agreements or understandings.

Please indicate your acceptance of this Agreement by signing and dating below:

**Client's Signature:** \_\_\_\_\_

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

**Service Provider's Signature:** \_\_\_\_\_

Tiffany Saunders~Organizing By Tiffany

Once both parties have signed this Agreement, it shall become effective and binding. If you have any questions or require further clarification on any aspect of this Agreement, please do not hesitate to contact me at 970-343-9352 or [tiffany@organizingbytiffany.com](mailto:tiffany@organizingbytiffany.com).

Sincerely,  
Tiffany Saunders  
Organizing By Tiffany LLC