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**Policies & Procedures**

The following policies will help our time together go much smoother:

* My time is valuable as well as yours. When I arrive at your home or business, I expect you to already be there. If I have to wait, our actual organizing time will be less; essentially you will be paying for nothing. The clock starts when I arrive.
* I enforce a 48 hour cancellation policy unless circumstances beyond your control happen. The cancellation fee is $75.
* Payment is due at the end of each session, unless you buy a package. Then the full amount is due before we start our first organizing session. All hours purchased must be used within 6 months from the date of purchase.
* Any returned checks will have a $30 fee in addition to the total amount due.
* I am not a smoker and cannot handle second hand smoke; I appreciate you not smoking during our organizing sessions. Also, if you have pets in the home, they will need to be kept out of the area that we are working in order to make the most use of our time.
* It is my practice to take before and after pictures. If you do not want them posted on the web, please let me know before we start. You will never be identified as the client! Before and after pictures are more for your motivation than anything else; they show how much progress you have made!
* All work is kept confidential, but my spouse will know the address of where I am working at all times.
* You set the pace of our work—if you have a hard time making decisions, it will take longer. If you have a hard time letting go when things need to be purged, it will take longer. I will never make you get rid of items that you don’t want to but it will most likely affect the end result of the job. Once we are done with the decluttering stage, I can work on my own to organize but I need you to stay on task with me as much as possible during the decluttering stage. If we have to take breaks, that is fine. Like I said, you set the pace.
* We will try to use storage items that you have already, but other items may need to be purchased. You determine the budget and the end result of the job.
* I prefer donations be taken to the charity of your choice before the next session or at least by the end of our organizing sessions. You can take the donations or I can take them; no appliances or furniture. This eliminates the possibility of unneeded items remaining in the home just in a different location. Totally defeats the purpose of getting organized!
* If a pest or rodent infestation is discovered, all work will stop until you have resolved the issue successfully.
* All areas of the home need to be free of pet waste and contained properly before work will begin.

I am looking forward to working with you and hope you find our time together as very beneficial and rewarding. All policies have been compiled to make your experience working with me a pleasant one. I can teach you how to maintain the systems that I have set up that I think will work best for you. The upkeep is yours after I leave…you can remain organized…you can do it!

Thanks for putting your trust in me to get the job done!

Angie for Aim to be Organized