**Service Agreement**

Client Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

This agreement is between “contractor” Precisely Practical LLC and the “client” listed above.

Professional Organizing Services Provided by Precisely Practical LLC can include but are not limited to the following items:

* Sorting
* Decluttering
* Purging
* Purchase of Storage Solutions
* Labeling
* Filing
* Categorizing
* Event Planning/Organizing
* Donation Removal (receipt if requested)
* Yard/Garage/Estate Sale Preparation
* Packing Services
* Unpacking Services
* Senior Downsizing

Project Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Package Purchased: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 This agreement has no specific end date. The project will be considered complete when the client’s goals are reached or the allotted package amount is completely used.

* Process:
	+ Complimentary 30-minute consultation to discuss goals and needs
	+ A plan will be made tailored to the results of the consultation
	+ Client will work hand in hand with organizer during project
	+ Discussions will be done in advance for needed supplies and who will purchase
	+ Client will make final decisions as to purging, donating, and selling of items
	+ Suggestions will be given to client to maintain the space
* Photographs
	+ The Client gives Precisely Practical LLC permission to take photos of the space before and after work has been completed. The photos will be used by Precisely Practical LLC at their discretion. The photo uses can include but are not limited to be used in the organizer’s publications as a part of the work history, web content, pamphlets, advertising, etc.
	+ The client’s name and location will NOT be used.
	+ I authorize Precisely Practical LLC to copyright, use, and publish the same in print and/or electronically.

Initials: \_\_\_\_\_\_\_\_\_\_

* Fees and Package Discounts
	+ Hourly: Services are done at a rate of $55 per hour.
	+ Packages of time can be purchased in advance at the following discounted rates:
		- 5 hours $270 2% savings ($54/hr.)
		- 10 hours $520 5% savings ($52/hr.)
		- 15 hours $750 9% savings ($50/hr.)
		- 20 hours $960 13% savings ($48/hr.)
		- 30 hours $1380 17% savings ($46/hr.)
		- 40 hours $1760 20% savings ($45/hr.)
	+ Promotional Rate/Friends and Family Discount may be available at the discretion of Precisely Practical LLC
* Payment Policy
	+ Deposit of quoted amount or 2 hours minimum is required to book appointment. There is a 2-hour minimum per appointment.
	+ Payment forms accepted are Venmo, check or cash. All checks will be made out to Precisely Practical LLC. There will be a minimum charge of $50 for any check returned for insufficient funds. Full payment is due at the completion of each organizing session.
* Appointment Changes or Cancellations:
	+ Unless otherwise written, there will be no call to confirm or remind client of appointment. It is the client’s responsibility to change or reschedule appointments when necessary.
	+ Client will need to notify Precisely Practical LLC at least 24 hours in advance of any changes to scheduled appointment. An email confirmation will be sent to the client confirming change or cancel request was received.
	+ 2-hour deposit amount will be forfeited by client if notice isn’t given within 24 hours of appointment.
	+ Upon cancellation, any out of pocket expenses made by organizer will be reimbursed by client.
* Travel Time:
	+ The first 30 minutes of travel time is complimentary. Any additional travel time is billed at the hourly rate.
	+ Travel time between worksites is billable at the hourly rate.
* Supplies:
	+ Client is responsible for paying for all agreed upon supplies (file folders, labels, labeling tape, storage containers, shelving, etc.) necessary for the completion of the project. This is separate from the hourly rate. The client may purchase items or reimburse Precisely Practical LLC to purchase items.
	+ Hourly rates apply when Precisely Practical LLC is asked to shop for items for the project.
	+ Copy of receipts will be provided to client for reimbursement.
* Confidentiality:
	+ Neither Precisely Practical LLC nor Client will disclose any information of the other party which comes into their possession under or in relation to this agreement. Personal and confidential information will not be shared among other parties outside of this agreement.
* Liability Waiver and Release:
	+ Subject to the client’s obligation to pay the fees to the organizer, either party’s liability arising directly out of its obligations under this agreement and every applicable part of it shall be limited in aggregate to the fees.
	+ The organizer assumes no liability due to the quality of items or services purchased for the client.
	+ The failure of either party to enforce its rights under this agreement at any time for any period will not be construed as a waiver of such rights. If any part, term, or provision of this agreement is held to be illegal or unenforceable neither the validity nor enforceability of the remainder of this agreement shall be affected. This agreement constitutes the entire understanding between the parties and supersedes all prior representations, negotiations, or understandings. Neither party shall be liable for failure to perform any obligation under this agreement if the failure is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, or industrial dispute.
	+ The client hereby releases, waives, and discharges, Precisely Practical LLC from any and all liability, claim, and demands of any nature, either in law or in equity, which arise or may hereafter arise from the services provided by Precisely Practical LLC.
	+ I understand that this release discharges Precisely Practical LLC from any liability or claim that may result from the services provided by Precisely Practical LLC.
* Referrals:
	+ Referrals are an important part of the success of Precisely Practical LLC. For every new client referred, booked, and paid, the existing client will receive One Hour of organizing services FREE!
* Agreement and Acceptance:
	+ I have read and agree to the fees as stated above as well as the information on previous page(s). This contract is legally and willingly entered into by the following parties:

Client Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizer Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_