



## Estimate of Organizational Work

This Project Estimate & Service Agreement is between Kim Staub at **Organized Living with Kim, LLC** and the client \_\_\_\_\_.

Kim Staub, owner and organizer with **Organized Living with Kim, LLC**, will provide professional organizing services that can include but are not limited to the following items:

- ❖ Consulting
- ❖ Sorting
- ❖ Decluttering
- ❖ Purging
- ❖ Purchase of storage solutions
- ❖ Creating shopping lists of organizing solutions for clients to purchase
- ❖ Filing
- ❖ Portfolio creating
- ❖ Categorizing
- ❖ Coordination of donations
- ❖ Virtual consulting
- ❖ Home staging
- ❖ Moving prep
- ❖ Coaching with Moving Binder
- ❖ Unboxing and setup of new spaces

Project start date: \_\_\_\_\_

Project details: \_\_\_\_\_

Package/Hours to be Purchased: \_\_\_\_\_

Deposit amount of \$\_\_\_\_\_ is to be paid at the start of the project. The final balance is reflected on the final invoice and will be due at the completion of the project.

If travel expenses are needed, they total: \$\_\_\_\_\_

Estimated total project cost: \$\_\_\_\_\_

It is understood that the above estimate is an estimate before the project begins. The client and/or organizer may ask for more or less hours during the process, causing a change in the original estimate. Organizational items and other supplies purchased at the client's request will also be included in the final invoice, thus adding to the cost of the original estimate. All additional hours and supplies are at the client's approval.

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



## Organizational Service Agreement

### Terms and Conditions

**Hiring Me:** A signed Estimate and Service Agreement is required prior to the start of any organizing project. Schedules are set by mutual agreement between the client and organizer.

**Privacy & Confidentiality:** I know that it can be hard for some to invite a professional into their space to help them organize their home. I understand that this can be a very emotional process for some clients. I completely respect the privacy of my clients, their family, and their belongings. I ask for permission before I touch, reorganize, or purge items. You make the final decision of what stays, goes, or is donated. Given the sensitive nature of the work I do and the high level of trust it requires my clients to place in me, clients can be assured of absolute privacy when working with me.

**Travel Time:** If I need to travel outside of a 50-mile radius, round trip, additional travel fees may be required, and will be discussed with the client, and outlined in the estimate of project listed in this document.

**Methods of Payment:** I accept cash, check, and Venmo. Checks can be made out to Organized Living with Kim, LLC. Any fees that are associated with a returned check will be paid by the client. If your job requires a deposit, that will be discussed with the client and outlined in the contract.

**Supplies:** I provide my clients with complementary shopping services, if desired. You are not expected or required to purchase any supplies unless you deem them necessary for the project. I can recommend what product(s) would work best for your organizational project, but you are never expected to buy additional supplies. If wanted, we will select supplies together, and the client will approve all purchases and the budget before the organizer purchases the items. I also offer consulting for organization systems in which I set up clients with recommended shopping lists of items, and these items can be purchased by the client, and will be installed by the organizer. All purchases that the organizer makes on behalf of the client will be reflected in the final invoice and are expected to be paid in full (tax in items is included as well). I never add any additional costs to items I purchase. Included in your project are also custom-made labels if requested. If a higher-end label using the Cricut are requested, the client and organizer will discuss the additional charge for these types of labels based on how many are needed for the space.

Minimum Hours: I require a minimum of 2 hours of organizational work. This allows me enough time to work my magic in those smaller areas that need extra TLC.

Rates: My rates and packages are highly competitive. Services are charged based on my hourly rate of \$65, and packages purchased for larger projects offer a discounted hourly rate. If you need to add on additional hours and reach the package rates, the discounts associated with each package will be honored and reflected in the final invoice. If you are booking during a special promotional period, that promotional price is reflected in the estimate.

Billable Services: These services will include, but not be limited to: meetings at a client's home, virtual/phone consultations (beyond the client's complimentary Discovery Call phone consultation), and off-site work on a client's behalf that was requested.

Cancellations: When a client books an appointment with me, that time is reserved for their project, and becomes unavailable for anyone else to use. If, for some reason other than a true emergency or serious illness, a client needs to cancel or change an appointment, please kindly try to provide me with a 2 days notice so that others may take advantage of the unused time. If any deposit was made, it will be returned to the client in full.

Reasonable Care: I always use the best care possible with my organizing/staging/new space setup. I treat your home, items, and spaces like my own. However, accidents/mistakes do happen to all of us from time to time. I cannot accept responsibility for any damage to a client's personal property that is not the direct result of my gross negligence. If applicable, clients are responsible for furnishing a list of specific items they do not want me to move or touch.

Clients are required to be present during organizing sessions to assist with the projects and the decision-making unless otherwise agreed. I DO NOT throw anything out without the client's permission. I help the client make decisions, but the final decision is always the client's. Thus, the client is responsible for any loss or damage resulting from the discarding or destroying of any records/files or personal effects. The client agrees to make final decisions about the disposition of all items. In fulfillment of my organizing services, clients agree to hold me harmless and give organizer Kim Staub full discretion in the removal and disposal of papers, files, and/or other property belonging to the client, at their request and approval.

Restrictions: The organizer, Kim Staub, reserves the right to withdraw from an organizing project at any time if the project involved perceived unsafe working conditions, or if clients are in breach of their agreement with me (on-payment, etc.), or if we cannot render the services requested by clients through no fault of our own. I request that any animals that might be a danger to me/not welcoming of strangers be secured away from the organizational site.

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

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

## Photo Consent



I, Organized Living with Kim LLC, would like to include before and after pictures as a part of our work history. There is no identification, reference to locations, or any information of a personal nature included when the photos are used.

I do hereby consent to give Organized Living with Kim LLC the right to use my photographs for reproduction purposes in the promotion of their organizing services.

These purposes include, but not limited to: Social media marketing on all social platforms used by the business, pamphlets for marketing, slides, posters, presentations, and Website portfolio.

It is also my understanding that following the initial use of such photographs, I may instruct Organized Living with Kim LLC to discontinue their use at any time in the future.

I have read this release and fully understand its content.

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

Signature: \_\_\_\_\_

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