

Letter of Agreement

Prepared for:

Prepared by: Julie Perger, Professional Organizer

Date:

DESCRIPTION OF SERVICES

As a full service organizing consultant, Addition by Subtraction Organizing Solutions, LLC will provide the following organizing services based on your needs:

Initial Consultation and Needs Assessment

The purpose of the initial consultation and needs assessment is to identify and define the client's organizing challenges and goals. Since each person's situation is unique, it is critical to get a clear picture of where you are and where you are headed before taking one step forward. The initial consultation takes approximately one hour and involves completing a Client Needs Assessment Questionnaire. In addition to completing the Client Needs Assessment Questionnaire, Addition by Subtraction Organizing Solutions, LLC will measure and photograph the space to be organized to assist in the implementation process.

Implementation

During our second session we will begin the organizing process onsite. Implementation sessions are generally four hours each. We will make every effort to work within your budget by offering creative implementation options. These might include:

1. Providing you with side-by-side assistance to help you group and reduce your clutter, make decisions, assign homes for your possessions and create organizing solutions and sustainable systems you can maintain. This approach works well if you need advice on what to keep and what to let go of, or how long to keep something and also if you need someone to keep you focused on the organizing process and your goals.
2. Pacing our work schedule over several weeks to work within your budget or time constraints
3. Simply creating the Organizing Plan of Action which is then implemented solely by the client.

Follow-up and Evaluation

ADDITION BY SUBTRACTION ORGANIZING SOLUTIONS, LLC

Once an organizing system is in place and the client has an opportunity to “test” the system, it is important to evaluate how the system is working. Within 30 days of implementation, Addition by Subtraction Organizing Solutions, LLC will provide a 30-minute follow-up and evaluation session

Photographs (please circle your answer - complete anonymity will be maintained)

- May we use your before & after pictures for reference materials, website & social media? **YES / NO**

Client Signature _____

Date _____

FEES

Fee Schedule: Addition by Subtraction Organizing Solutions, LLC service fees (excluding materials and tools) are as follows:

Needs Assessment fee: \$50.00 (Credited toward full organizing session if booked & paid in advance)

Plan of Action only: \$100.00

Hourly rate: \$50

20 Hour Package: \$900.00 (10% savings if paid in advance - must be used within 6 months)

40 Hour Package: \$1700.00 (15% savings if paid in advance - must be used within 12 months)

1. **Payment** fee is due and payable at the time of service. Cash or Check (personal or business).
2. **Travel time** will be billed for travel to client location in excess of 45 minutes and will be billed at 50% of hourly rate in 15 minute increments payable at time of service

Cancellation Policy: Any appointments cancelled by client with less than 48 hours notice to Addition by Subtraction Organizing Solutions, LLC will be charged for 1/2 of the scheduled appointment time.

Returned/Post-dated Check Policy: Checks returned for Insufficient funds will be charged an additional \$35, payable prior to next appointment. Post-dated checks will not be accepted.

Refund Policy: Prepaid fees are non-refundable; limited exceptions.

ADDITION BY SUBTRACTION ORGANIZING SOLUTIONS, LLC

LIABILITY

Client Responsibilities:

- **A Homeowners/Renters policy is required to be in force by client. Initial _____**
- Client agrees that their homeowner/renter policy is the primary policy for any property damage claim.
- Client agrees to waive subrogation against Addition by Subtraction Organizing Solutions, LLC for any claims paid by their homeowner policy.
- We recommend client hire an independent appraiser to walk through their home to help identify items that should be appraised and separately scheduled and insured under their homeowner's policy prior to starting work. List of appraisers can be provided upon request. **If declined, please initial here: _____**
 - (Client's homeowner policy is the best protection for their personal belongings. It should provide replacement cost with no depreciation and is the best place to schedule items that due to their age or rarity should be scheduled such as antiques, jewelry, fine arts, etc)
- Charitable donations may be transported at our discretion, however transportation of refuse to waste sites will be the responsibility of the client.
- We recommend an independent shredding company to reduce possibility of client's identity theft.

Limitations of Liability: Client will review all materials Addition by Subtraction Organizing Solutions, LLC recommends be disposed of by means of recycling, shredding, donation, resale, or any other means agreed to between Client and Addition by Subtraction Organizing Solutions, LLC. Client agrees that Addition by Subtraction Organizing Solutions, LLC and its employees are not responsible for any loss or damage caused by Client's failure to carefully review or inspect any disposed items. Client also agrees that Addition by Subtraction Organizing Solutions, LLC is not liable for any loss or damage, including consequential damages Client sustains as the result of services or advice provided to Client by Addition by Subtraction Organizing Solutions, LLC, under this Agreement, including any loss or damage caused by the negligence or fault of Addition by Subtraction Organizing Solutions, LLC.

Exclusions: Addition by Subtraction Organizing Solutions, LLC consultants do not provide house-cleaning; assembly of furniture, installation of shelving, closet systems; moving of heavy furniture; climbing extension ladders; or any similar type of activities.

Rights Reserved: Addition by Subtractions Organizing Solutions LLC reserves the right to decline the handling of the precious, valuable or dangerous items, including but not limited to cash, jewelry including precious and semiprecious stones, medications, stocks, bonds, coin stamp or other collections, precious and semi precious metals, checks, credit cards, firearms, ammunitions, fireworks or any other explosives, etc. We are not liable for any clock internal movements. We recommend client hire a clock expert to move and set up clocks. Client is responsible for removing all of the above listed items prior to work starting. *We reserve the right to pause all service at signs of infestation by insects or rodents, whether past or present. Service will resume after the area has been treated, cleaned & certified by a professional exterminator.*

This Letter of Agreement constitutes the understanding of Addition by Subtraction Organizing Solutions, LLC organizing services and fees between the parties; it's terms can be modified only by a written amendment to this agreement, signed by both parties.

Signature: _____ Date: _____

_____, Client
(name printed)

Signature: _____ Date: _____

Julie Perger, Member,
Addition by Subtraction Organizing Solutions, LLC