



# General Guidelines

## Consultations

During an initial in-person, complimentary consultation, Just Organize, LLC and the client will discuss needs and goals. This will allow time to see the space, assess the situation and determine the best plan for moving forward.

## Service area

Just Organize, LLC services a radius of 20 miles of Burlington, IA without any additional fees. Clients beyond the 20-mile radius of Burlington may be assessed additional fees such as mileage, an increased hourly rate or other service fee.

## Booking

A nonrefundable deposit of \$55 is due at the time of booking to reserve your professional organizing session date(s). The deposit will be deducted from the final invoice.

## Session(s)

Professional organizing sessions are booked at a minimum of 3 hours per session at a fee of \$55 per hour. Session time includes, but is not limited to, planning and shopping for materials, decluttering and organizing. Delivering donations to local organizations is included in your booking and does not count against your session time.

## Cancellation and Rescheduling

If the client wishes to cancel their professional organizing session(s) and does not choose to reschedule, Just Organize, LLC will keep the nonrefundable deposit of \$55.

If the client needs to cancel and reschedule their session(s), this is allowed up to two times. The new date must be within 90 days of the original scheduled professional organizing session.

A request of at least 2 hours advance notice of cancellation or rescheduling is requested.

## Project Materials

All materials purchased by Just Organize, LLC for the client will be added to the invoice upon completion of the project. A budget will be determined prior to any materials being purchased or used for the project. Materials could include file folders, storage containers, shelving, label maker tape, etc.

Just Organize, LLC does not install shelving or other materials permanently affixed to walls, structures or other areas.

## Payment

Payment is due upon completion of the project. Acceptable forms of payment are cash, check or credit card.

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# JUST organize



## **Confidentiality**

Just Organize, LLC and the client agree to hold all client and business communication and information, both verbal and written, in the strictest of confidence.

Client recognizes that entering into this contract with Just Organize, LLC means that the organizer may be in contact with personal items and information. The organizer agrees to not divulge this information and to maintain the highest standard of confidentiality and respect for the client and their possessions, home or business.

Both parties will not disclose any information of the other which comes into their possession under or in relation to the agreement of services and of which is of a confidential nature.

## **Photographs**

Just Organize, LLC may take "before" and "after" photos of spaces being organized. These photos may be used in future marketing publications, such as digital or print advertising platforms to demonstrate work history. If the client wishes to not have their project photos used, they should inform the organizer as soon as possible.

## **Other**

Through the process of sorting, purging, downsizing and organizing items, the client always maintains ownership. The organizer recognizes items as the sole property of the client, although efforts will be made to assist in the purging process as needed, it is hereby stated that the final decision on such matters belongs to the client.

Project outcomes depend on client willingness to purge when needed, and in some instances, client willingness to work alongside the organizer during the professional organization process. Long-term maintenance of organization hinges on a client's commitment to maintaining the order and quantity of items in the space.

For the health and safety reasons, the property must be clear of any hazardous conditions including, but not limited to: unsanitary conditions, mold, mildew, infestations, rodent or other pest droppings, animal excrement, and unsafe construction. If these conditions are discovered after the organizer arrives, the session will be terminated immediately and the session will be billed for a minimum of two hours work, or the actual amount of time the organizer spent at the session, whichever is greater.

Pets should be kept out of the organizing space(s).

Organizers will not handle firearms, weapons, or dangerous chemicals, with the exception of typical household cleaning or home maintenance type products. Please inform Just Organize, LLC of the location of any dangerous items (firearms, weapons, explosives, chemicals hazardous to skin, etc.) if they are located in space(s) being organized.

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