

CONTRACT, WAIVER, & RELEASE

Reorganize it Now | Contract, Waiver & Release | Contract for Organization and Related Services

This Contract for Organization ("Contract") is made

on _____ (date & time) by and between an official representative of Reorganize it Now, henceforth known as "Organizer" and "Client." Client and Organizer agree to the provisions of this Contract as they apply to any of the services below:

Consulting, Sorting, Decluttering, Purging, General organizing, Purchase of Storage Solutions, Labeling, Sorting, Photos/Memorabilia, Filing, Categorizing, Donation Removal, Pre-Move Downsizing, Post-Move Organizing & Space Planning, Yard Sale Preparation, and Electronic Organization

1. Process Ownership

Technical talk: Regarding the purging, sorting, and organizing of items, the Client maintains process ownership.

Organizer recognizes items as the sole property of the Client, and though efforts will be made to encourage purging when needed, it is hereby stated that the final decision on such matters belongs to the Client. Organizer will determine where purged items are taken, unless Client specifies a particular location. **Basically:** At the end of the day, if you want to do things a certain way we will do it your way. If you don't want to get rid of something, I will not make you get rid of it. I take donations to Recycle 2 Support (R2S), if you want them taken somewhere else within reason, I can take them there, or we can arrange for you to do that.

_____-Initial Here

2. Photographs

Technical talk: Unless otherwise requested, Organizer will take both "before" and "after" photos of each room/space organized.

These photos may be used in the Organizer's publications, including but not limited to the website, social media, and printed marketing materials. Organizer fully agrees to not link the Client's name to the photos in any way. **Basically:** I'll take before pictures and after pictures. They might be used in my advertising efforts. These pictures are mainly used for showing the client how much progress they have made. I won't take pictures of your kids, sensitive info, or anything that could identify you.

_____-Initial Here

3. Payment

Technical talk: Client acknowledges the in-home consultation fee of \$25 (unless otherwise stated or if there is a free consultation special), due upon booking of consultation, and agrees to the Organizer's hourly rate of \$40/hr for 1 organizer or \$75/hr for 2 organizers and a minimum of 3 hours per session. If for some reason the client must cancel the session due to an emergency, a \$50 cancellation fee will be applied to the following session's invoice. Client can reschedule the session 24 hours in advance to avoid the cancellation fee. Invoices will be presented at the end of each session and are due upon receipt. Acceptable payment

methods: cash or credit cards will be accepted. (I send invoices via Quickbooks or Square). I do not provide any type of financing. It is agreed that the purchase of any sorters, drawers, baskets, organizers, or any other project-related supplies of any kind are the responsibility of the Client. Should the Organizer make purchases on behalf of the Client, the expense will be reimbursed by the Client, and the \$20/hour shopping rate will be applied for time the Organizer spends shopping. **Basically:** The consultation fee is \$25 (unless otherwise stated or if there is a free consultation special). Each session you book must be at least 3 hours long. You can book sessions in any length up to 6 hours per day. If I buy something for you, you must reimburse me. I won't charge you for doing online shopping, but if I have to make a special Ikea or Walmart trip for you, my shopping/driving/errand running fee is \$20/hour. If the job requires help of an assistant the rate is \$75 per hour.

_____ -Initial Here

4. Missed Appointments/Cancellations

Technical talk: Appointments canceled less than 24 hours before the scheduled start time are subject to a \$50 cancellation fee. It is the client's responsibility to change or reschedule appointments if necessary 24 hours before scheduled session. If the organizer calls, texts, or emails the client to confirm the consultation or appointment and no efforts are made on the organizer's behalf to confirm the appointment, the organizer will not make attempts to be present for said appointment.

Basically: If you cancel last minute, I will charge you \$50. If you don't reply to any of my texts/calls/emails to confirm your appointment, I will not show up and we will need to reschedule.

_____ -Initial Here

5. Outcomes

Technical talk: Project outcomes depend on Client willingness to purge when needed, and in some instances, Client willingness to work alongside Organizer during the organization process. Long-term maintenance of organization hinges on Client's commitment to maintaining the order and quantity of items the space. Recurring re-organization sessions are available if needed. **Basically:** I will always encourage you to declutter and get rid of your unused items. That way, it's easier to organize and maintain your space. If you don't want to get rid of something, I won't make you. If we get to the end of the project and you're not happy that there is still clutter around, be aware that it might be because you should consider letting go of more items. Also, after we are done organizing a space, it is up to you to maintain the systems we put in place. It takes effort to keep up with organizing, just like everything else in life.

_____ -Initial Here

6. Confidentiality

Technical talk: Client recognizes that entering into this contract with Organizer means that Organizer may be in contact with personal items and information. Organizer agrees not to divulge any of this information and to maintain the highest standards of confidentiality and respect for the Client's possessions and home. **Basically:** I won't share your sensitive information. No exceptions.

_____ -Initial Here

Waiver and Release

1. Waiver and Release: I, _____, for myself and my heirs, hereby release, waive, discharge and hold harmless, Reorganize it Now from any and all liability, claim and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services provided by Reorganize it Now. I understand and acknowledge that this Release discharges Reorganize it Now from any liability or claim that I may have against Reorganize it Now with respect to bodily injury, personal injury, illness, death, property damage, or any other claim that may result from the services provided by Reorganize it Now or occurring while services are being provided.

2. Insurance: Further, I understand that Reorganize it Now does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of Reorganize it Now beyond what may be offered freely by Reorganize it Now in the event of injury or medical expenses incurred.

3. Medical Treatment: I hereby release and forever discharge Reorganize it Now from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during the time Reorganize it Now is providing services.

4. Other: I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Texas and that this Release shall be governed by and interpreted in accordance with the laws of the State of Texas. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Contract, Waiver & Release of Liability willingly and voluntarily with Reorganize it Now.

CLIENT

_____ Name (Print)

_____ Client Signature

_____ Today's Date