



Karen Risley
703-615-4494

Client Agreement

The Client agrees to pay The Organizational Genius \$60.00 per hour. Client will be charged only for actual time spent providing service. There are packages available to Client: 1) 15-hour package/\$55.00 hour, 2) 25 hour package/\$50.00 hour. Hours purchased as a package must be used within 4 months of purchase date. Payment will be made at the completion of each session. Time spent shopping for Client will be charged at \$25.00/hour in quarter hour increments.

Organizational services will be performed at Client's home or Client's place of business. The Organizational Genius agrees that Client information will remain private and confidential, except when divulging information authorized by Client.

Appointments. A call will be made to Client Within 24 hours prior to the scheduled appointment time to confirm appointment.

Cancellations. Any cancellations must be made at least 48 HOURS prior to appointment otherwise a one (1) hour fee will be charged. If appointment is cancelled or there is no one home on the appointment date/time, a three (3) hours fee will be charged.

Payments. As noted above payment is due at the completion of each session. If an appointment is cancelled without 48 hours notice or if the client is not at home when organizer arrives the payment for missed appointment will be billed to the credit/debit card information on file or added to the next organizing sessions hours A return check fee of \$25 will be assessed if a check is returned for NSF.

The Organizational Genius, or any independent contractor working for The Organizational Genius, is not responsible for accidental breakage or damage.

Limited Liability: The Client is responsible for the movement of any and all prized items/possessions prior to the start of the organization. The Organizational Genius' liability therefore shall be limited to Two Hundred Fifty Dollars (\$250.00)

Client agrees to allow The Organizational Genius to give their first name and phone number as a reference. Client will be notified if they have been given as a reference. _____(please initial)

Client:

Signature

Date