

## RATES AND PAYMENTS:

- Payments may be made in cash, check (*made out to Cailee Krieger*), or card through PayPal (*additional 3% processing fee*). Invoices and receipts will be mailed or emailed.
- Payments not paid in advance by credit card are due at the beginning of the first session.
- Time exceeding scheduled sessions will be billed in ¼ hour increments at the corresponding hourly rate of \$50 per hour.
- Travel of 60 minutes round trips is included in basic fee. Travel charges will be applied when travel exceeds 60 minutes round trip at \$0.25 per mile.

## SCHEDULING AND CANCELLATIONS

- 24 hour notice is required for rescheduling or cancellation of appointments.
- Every client will receive a one-time emergency cancellation.
- Any cancellations made less 24 hours prior to the scheduled appointment will be billed as a half session.

## ADDITIONAL PRODUCTS

- Any items purchased by Cailee K Organizing will be billed to the client along with an itemized invoice. No items will be billed without prior approval from the client. Items include but are not limited to: boxes, labels, tubs, dividers, folders.
- If the client wishes to purchase their own products needed for the project, the products will be available for use by the agreed upon date to use for scheduled session. *Please plan for shipping of products accordingly.*

## RESPONSIBILITIES

- Cailee K Organizing will be responsible for discarding any unwanted items, excluding those requiring additional professional services (*i.e. massive amounts of trash, furniture, etc.*)
- Cailee K Organizing will not be held responsible for any issues arising from the disposal of the Client's property, records or recommended third party services.
- Suggestions regarding documents may be made to expedite the organizing process, however, all final decisions regarding documents should be made by your personal CPA, Attorney, or Financial Advisor.

## TERMINATION

- The Client has the right to terminate services at any time, however, they will be held financially responsible for any services or products provided prior to termination.
- Cailee K Organizing has the right to deny services at any time and will provide reasonable notice to the Client.
- Project will be terminated immediately if toxins or dangerous conditions are found present in the work area.

## SESSION PREP

- Pets must be secured or put in an area away from the project area.
- All firearms must be unloaded and locked away.
- Any personal items not to be viewed by Cailee K Organizing should be placed in an inaccessible area for the work session.
- Please arrange adequate child-care for the working session. *Children may remain on the premises with the expectation that they are not to interrupt the session for anything other than an emergency situation. This is to help make the most out of our time together.*

## PHOTOGRAPHY

- Cailee K Organizing strongly encourages taking before and after photographs of areas to monitor progress.
- Cailee K Organizing promises to respect the identity of the client when posting before and after photographs.
- Client has the right to view all photographs taken before releasing consent.

## NAPO

- As a member of NAPO, Cailee K Organizing agrees to abide by the Codes of Ethics. Any content expressed during the course of the project will remain confidential, unless required by law.

