



## Virtual Organizing Statement of Agreement

**Thank you for the opportunity to be of service!** We strive to help you create freedom, order and clarity in your environment through our organizing services. This letter confirms the agreed upon details of the services that are to be provided by, and what you can expect from, Efficient Organization, as well as what is expected of you, the client.

### **Efficient Organization is responsible for the following:**

- ✓ Confidential & non-judgmental services
- ✓ Scheduling appointments and sending a reminder 48 hours in advance of the next appointment
- ✓ Starting and ending phone sessions on time
- ✓ Email communication between sessions dependent upon services paid for by client
- ✓ Suggesting needed supplies
- ✓ Maintaining all necessary records
- ✓ Providing tip sheets and resources as determined appropriate for project
- ✓ Providing support and encouragement
- ✓ Giving direction to help client meet goals determined in the initial consultation
- ✓ Maintaining open communications and provide feedback

### **Client is responsible for the following:**

- ✓ Keeping scheduled appointments
- ✓ Payment by credit card through the Efficient Organization website prior to call
- ✓ Completion of homework assignments to the best of their ability
- ✓ Additional items to initial below:

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Client assumes responsibility for the final decision on any documents or electronic data that will be shred, destroyed or disposed of, and will not hold the company liable for those items. Initial here \_\_\_\_\_

Client assumes responsibility for the final decision on any possessions that will be donated, disposed of or parted with and will not hold the company liable for those items. Initial here \_\_\_\_\_

I agree that before & after photos of my project may be used for marketing purposes, including but not limited to: website, Facebook fan page, blog, publications. Photos will never identify the client. Initial here \_\_\_\_\_

Client agrees to keep distractions to a minimum so that we can achieve the best results from our organizing sessions (phone calls, interruptions, etc.) Initial here \_\_\_\_\_

Pre-paid sessions to be completed within 120 days of purchase. Hours expire after 120 days with no refunds. Initial here \_\_\_\_\_

**Client shall give 24 hours notice to cancel or reschedule an appointment. No-shows/appointments cancelled in less than 24 hours are charged half the scheduled session fee.** Initial here \_\_\_\_\_

### **AGREED & SIGNED:**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Organizer: \_\_\_\_\_ Date: \_\_\_\_\_