



LETTER OF AGREEMENT

GCF Organizing provides professional organizing services and works efficiently to reach your goals at the most reasonable cost possible. All matters are kept confidential and will not be shared without your written consent. Below are the terms for our services:

RATES AND PAYMENTS:

- The hourly rate for services, including on-site organizing, off-site shopping, research on phone or internet to locate products and/or services is \$70.00 per hour.
- Hours are calculated in 30 minute increments.
- Payments may be made in cash, by check or through PayPal. Receipt will be provided at time of payment.
- Checks should be made out to “GCF Organizing, LLC”.
- Payment is due at the end of each session.

OUT-OF-POCKET EXPENSES:

If necessary, the following will be billed to the Client, at cost, in addition to the hourly fees outlined above (NOTE: No items will be purchased without prior Client approval - receipts for goods will be provided to Client along with itemized invoice):

- Copying, postage, domestic and long distance phone calls, overnight courier charges.
- Travel exceeding 20 miles from Moorestown, NJ, charged at current IRS mileage rate, \$0.55 per mile.
- Any item used to complete project such as: boxes, packaging, tape, labels, filing products.

SCHEDULING:

- If the Client wishes to provide products needed for project, the products will be available for use by the agreed upon date.
- Forty-eight hours notice is required for rescheduling appointments. There will be a fee equal to 50% of the time booked, for missed appointments.
- Weather related cancellations will follow the decision of the Moorestown NJ school district when school is normally scheduled. At all other times, it will be at the discretion of GCF Organizing.

RESPONSIBILITIES:

- GCF Organizing provides Clients with the tools with which to make their own decisions about disposing of unwanted or unneeded possessions. GCF Organizing will refer Clients to appropriate providers for removal of goods, and other services and products as needs arise.
- GCF Organizing does not transport or remove items from the Client’s premises.
- GCF Organizing does not assume any responsibility arising out of Client’s disposing of their personal property and or personal records, or from use of other providers, services, companies or organizations. GCF Organizing recommends Clients ask their lawyers, accountants, and financial advisors should questions arise in these areas.

TERMINATION:

- The Client has the right to terminate services at any time. If the Client elects to terminate services, the Client remains responsible for any fees incurred prior to termination.
- Organizer has the same right regarding termination, subject to reasonable notice to allow Client to arrange alternative services.
- Organizer has the right to decline providing services if toxins are present in the work area, or if dangerous conditions are present.

PREPARING FOR OUR SESSIONS:

- Pets must be secured or put in area away from working session. GCF Organizing does not work in environments with snakes or reptiles or other animals that could be potentially harmful.
- Firearms must be unloaded and under lock and key.
- Any personal items that you do not want to be viewed by GCF Organizing should be put in an inaccessible area.

PHOTOGRAPHY:

- GCF Organizing urges the taking of before, during and after photos to monitor progress. If Client agrees to allow use of these, with no identifying labels/names for GCF Organizing, a \$50 credit towards Client fees will be issued.

ACCEPTANCE:

This document will serve as our standard agreement and your signature confirms your understanding of the basis upon which we will provide organizational services to you.

Client Name (printed): _____

Client Signature: _____ Date: _____