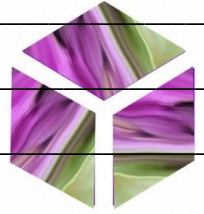


Dee's Downsize & Declutter | Dee Selby, Professional Organizer & Productivity Coach
dee@deesdeclutter.com ~ 918.752.7649

Client: _____
Address: _____
Phone: _____
Email: _____



Thank you for the opportunity to be of service! Dee's Downsize & Declutter hopes to create freedom, order, and clarity in your environment through our coaching and organizing services. This agreement confirms the details of our agreement, including the systems and services to be provided by our professional organizing company.

WHAT SERVICES ARE YOU INTERESTED IN?

- ___ Home Declutter & Organization
- ___ Downsizing/Moving Prep
- ___ Room Repurposing
- ___ Office Declutter & Organization
- ___ Paper Management/Search
- ___ DIY Organizing

Other _____

FEES AND EXPENSES / Effective January 1, 2023

I will decide independently and communicate to my client in advance my fees and expenses and will charge fees and expenses which I deem reasonable, legitimate, and commensurate with my experience, the services I deliver, and the responsibility I accept.

WAYS TO PAY

Check: Dee Selby &/or Dee's Downsize & Declutter
Cash App: \$selbylifesupport
PayPal: deeselby@live.com or PayPal.Me/DeeSelby
Venmo: @DeeSelbyD3
Zelle: 918-752-7649

HOURLY FEE SCHEDULE (2-3 hour sessions)

Free 45 minute consultation (Tulsa metro)
\$50 / hour for the first 2 hours
\$50 / hour for 2 to 3 hour sessions
\$45 / hour for sessions longer than 4 hours

PHOTO PERMISSION

We often take before and after pictures for the client and for marketing purposes. No personally identifying information will be used in marketing efforts.

I give my permission for use of photos for marketing purposes

CANCELLATION

Client agrees to provide 24 hours' notice before cancellation.

If client cancels a session with less than 24 hours' notice, client agrees to pay a \$25 cancellation fee. Client agrees by indicating below that he/she is authorized to sign for this service and understands the cancellation policy.

I understand and agree to the cancellation policy.

WORKING RELATIONSHIP AND CONFIDENTIALITY

Working Relationships

- I will serve my clients with integrity, competence, and objectivity, and will treat them with respect and courtesy.
- I will offer services in those areas in which I am qualified and will accurately represent those qualifications in either verbal and written communications or both.
- When unable or unqualified to fulfill requests for services, I will make every effort to recommend the services of other qualified organizers and/or other qualified professionals.
- All needed materials will be purchased at the expense of the client with client's authorization.
- I will advertise my services in an honest manner and will represent the organizing profession accurately.
- When I take donations from the client's home, those items will be delivered to charitable organizations or needy individuals at my discretion.

Confidentiality

I will keep confidential all client information, both business and personal, including that which may be revealed by other organizers. I will use proprietary client information only with the client's permission. I will keep client information confidential and not use it to benefit myself or my firm or reveal this information to others.

Client Signature

Date