



Member:
National Association of Professional Organizers
West Hollywood Chamber of Commerce

Client Agreement for Organizing Services

1. Chris McKenry, principal, and Get It Together LA will perform Organizing Services under the following terms:

- a. There is a four (4) hour minimum for each onsite visit for organizing, unless noted.
- b. Time onsite at clients for assessing, planning, designing and shopping will be billed at lead organizer's hourly rate of \$95 per hour, organizing assistants are billed at \$65 per hour.

Example:

4 hours – 2 organizers - \$640.00

6 hours – 2 organizers - \$960.00

- c. The client is responsible for all related expenses associated with the project. This would include cost of Moving Company, storage containers, hangers, cleaning and hauling services. These extras will be provided at the client's instruction.
- d. The client is responsible for full scheduled amount for cancellations less than 48 hours in advance. All cancellations must be made by phone.

2. Get It Together LA! will provide custom closet, garage, and storage design projects under the following terms:

- a. There is a design assessment fee of \$95 per hour for the initial consultation for all custom closet, garage, pantry, and storage projects. This fee is for making a through assessment of the client storage requirements, making measurements, and preparing drawings and estimate of the design areas. Once the proposal is prepared, designer Chris McKenry will meet with the client to review the project. All drawings are the property of the designer.
- b. Once the project is approved, a 50% deposit will secure the start of construction and the client will be notified of installation date. The balance of the project is due the day of installation with the initial design assessment fee credited to the balance.
- c. Should the client wish to purchase the designs for their contractor to execute, the client will be charged the hourly rate (paragraph 1a) for creating the designs.

3. The client is assured that all work performed and information gathered will be held in the strictest confidence. As a member of the National Association of Professional Organizers, Get It Together LA upholds the following Code of Ethics:

Engagements

- a. Chris McKenry will serve clients with integrity, competence, and objectivity, and will treat them with respect and courtesy.

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- b. Chris McKenry will offer services in those areas in which he is qualified and will accurately represent those qualifications in both verbal and written communication.
- c. When unable or unqualified to fulfill requests for services, Chris McKenry will make every effort to recommend the services of other qualified organizers.

4. Confidentiality and Conflict of Interest

- a. Get It Together LA will keep confidential all client information, both business and personal, including that which may be revealed by other organizers.
- b. Get It Together LA will use proprietary client information only with the client's permission.
- c. Get It Together LA will not use confidential client information in any way, or reveal this information to others to use for their benefit.

Chris McKenry, Get It Together LA or any sub contractors of Get It Together LA are not responsible for any loss or damage resulting from the discarding or destroying of any record or personal effects. I have read, understand and fully agree to the terms of this contract.

_____ name

_____ date