



# Simply Organized









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 *Simplify your life through organization.*

## SERVICE AGREEMENT

I would like to take this opportunity to outline my services to you as a professional organizer. If you have any questions concerning this agreement, please let me know.

-  As a member of NAPO - the National Association of Professional Organizers - I abide by the NAPO Code of Ethics for professional conduct. A complete copy of the NAPO Code of Ethics is available at [www.napo.net](http://www.napo.net).
-  I promise to keep confidential all client information provided to me.
-  Your first appointment includes an overall assessment of your particular situation. Together we will develop a game-plan for tackling the different areas we identify.
-  My fee is payable by check or cash at the end of each appointment.
-  I offer shopping services at my same hourly rate. Purchased items will be reimbursed at cost without additional markups.
-  One half of my fee is due if the appointment is cancelled with less than 48 hours notice.
-  Between appointments, I will call or email to follow-up on your progress and offer support.
-  I offer unlimited calls and emails to answer your questions.

