

TWO BIRDS ORGANIZING AGREEMENT

Rachel Richardson, or anyone who works with her, will take responsibility for any items she/they break or damage while working in your home or office. She is not responsible for any prior damage to items, structural problems or items missing before her employ.

Rachel is not responsible for the actions of any 3rd party she recommends such as but not limited to: auction houses, donation sites, Ebay sellers, repair establishments or stores to purchase items. Rachel has no vested interest in recommending outside businesses, she does not receive compensation from any of her recommendations. Rachel doesn't sell items for clients on Craig's List, Ebay, etc. but can make suggestions.

Rachel prefers to work while the client is present whenever possible. She will not take keys to the client's home or office unless otherwise instructed and will not remove any items for donation unless requested to do so. If the client is not present she will photograph items to be donated. Rachel will provide a receipt for said donations for the client's tax purposes/deduction. At the client's request she will remove documents for shredding (in her home by her).

The client will be billed for time spent transporting items for donation and taxi fare if need be, shredding documents, shopping for supplies, researching the purchase of furniture or other items and researching the rental of storage space if needed.

Depending on the commute, Rachel may charge for travel time. This would be worked out with the client prior to the job. Payment is requested at time of service. Invoicing can be provided. The client should be aware these organizing services are not a tax deduction.

Signed & Dated
