

Get It Together Inc.

Terms & Conditions

Get It Together Inc. is a personal service. The following are items that they will adhere to:

PERMISSION

A signed contract is required prior to the start of any project. In some circumstances, we may request a deposit or a retainer before confirming appointments or providing services.

Schedules are set by mutual agreement.

SAFEGUARD CONFIDENTIAL INFORMATION

Agree to retain in confidence and not disclose to third parties any details or information regarding the client's personal or business information to any other party under any circumstances.

This undertaking of confidentiality and non-disclosure shall extend only to information, which is not already in the public domain.

METHODS & TERMS OF PAYMENT

We accept payment by cash, check, Visa, MasterCard or PayPal. Checks should be made payable to "Get It Together Inc.". There will be a charge of \$45 for any check returned for insufficient funds or any bank draft item that is not payable for any reason, as well as additional collection and/or legal fees to compensate for overdraft charges and unpaid account balances.

For Moving Planner services, payment in full is due at the completion of the project.

For organizing services, payment in full is due at the completion of each organizing session.

BILLABLE SERVICES

Billable services will include, but not be limited to, meetings at a Client's home or office or place of business, phone consultations with a Client, electronic communication and off-site work on a Client's behalf.

SUPPLIES

Clients are responsible for paying for all agreed-upon supplies (file folders, labels, boxes, packing tape, storage containers, etc.) necessary for the completion of the project.

We will either:

- make suggestions about what supplies should be purchased and the Client will do the shopping OR
- the Client will assist us in shopping for supplies OR
- we will shop and purchase supplies without the Client being present and make arrangements to have those supplies delivered to Client's location.

Our standard, hourly rate will apply for shopping and returns. Receipts for funds spent on Client's behalf will be recorded on the invoice at the time payment for services is due.

CANCELLATIONS

When a Client books an appointment with us, that time is reserved exclusively for that Client and becomes unavailable for anyone else to use. If you wish to cancel or re-book, please provide us with 24-hours advance notice so that others may take advantage of the unused time.

Unless 24-hours or more cancellation notice prior to a Client's scheduled appointment time is given (with the exception of a true emergency), the fee for the entire session will be charged and must be paid in full prior to the scheduling of any further appointments.

This fee may be waived or adjusted at our sole discretion.

REMOVAL OF MATERIAL

The owner of the material/contents will be responsible for the removal/disposal of all items. This may be in the form of recycling, throwing away, or giving away items. Thus the Client is responsible for any loss or damage resulting from the discarding or destroying of any records or personal effects. The Client agrees to make final decisions about disposition of items.

ACTING AS YOUR AGENT

At a Client's request, we will act as the Client's agent with other service providers (movers, carpenters, contractors, etc.). Clients must contract directly with such service providers. We take no responsibility - and Clients agree to hold us harmless for the actions or performance of other service providers.

REASONABLE CARE

We will use reasonable care in the performance of all of our duties. We will not accept responsibility for any damage to a Client's personal property that is not the direct result of our gross negligence. If applicable, Clients are responsible for furnishing a list of specific items they do not want to have us touch or move.

In the fulfillment of our services, Clients agree to hold us harmless and give us full discretion in the removal and disposal of papers, files and/or other property belonging to the Client.

RESTRICTIONS

We reserve the right to withdraw from an organizing project at any time if the project involves perceived unsafe working conditions (evidence of mold, rodent infestation, etc.), if Clients are in breach of their agreement with us (bounced checks, non-payment, etc.), or if we cannot render the services requested by Clients through no fault of our own.

We request that clients remove and secure firearms from work areas before work begins.

The undersigned agrees to the terms of the foregoing agreement.

Date: _____ Signature: _____
(Sheri Bruneau - President)

Client: _____ (please print) _____ (signature)

_____ (please print) _____ (signature)