



Client Service Agreement Form

Name:
Phone: Cell:
E-mail:
Address:
City: Zip:
Today's date:

First Session Date:
Project Description:

PAYMENT EXPECTATIONS

Payment accepted: cash check (Make checks out to Andrea Brandt, or Smiling Spaces)
Payment is expected at completion of service on each scheduled session date unless other arrangements have been made. *Overdue Accounts are subject to a service fee equal to 15% of the session.*
Hourly Rate: \$60/Hr (3Hr min.)
Product/Shopping Fee: You will be informed if we would like product reimbursement or compensation for our shopping time before anything is used to complete your project.

TRASH/DONATION REMOVAL POLICY

It is the client's responsibility to remove all trash, recycling and donations from any session.

CANCELLATION POLICY

I am always happy to reschedule, however I kindly request 48-hours' notice for all cancellations. If you need to reschedule or cancel, please call me at: 612-669-0946. *Cancellations made with less than 48-hours' notice are subject to a cancellation fee that equals 25% of the session unless we reschedule your session at time of cancellation. No-shows are subject to a fee that equals 50% of the session fee.*

CONFIDENTIALITY

I respect your privacy. All information received from you is confidential.
Although I will make recommendations, you retain all final decision-making authority.

PHOTO POLICY/RELEASE

I may desire to take before and after pictures at your session. Photos will not be used on Smiling Spaces marketing materials without your permission. If you agree to the release of before and after pictures for marketing purposes, please sign your initials. PHOTO RELEASE _____

SMILING SPACES EMAIL NEWSLETTER

Would you like to receive my free email newsletter with educational information, resources and special Smiling Spaces updates? Sign your initials.
Monthly Newsletter _____

CLIENT SIGNATURE: _____ Date _____

Please review this form and save for your records. I will have you sign a copy at our first session.
I look forward to working with you soon!

Andrea Brandt
Professional Organizer
andrea@smilingspaces.biz
www.smilingspaces.biz
612-669-0946