



Sara Long Organizing
P. O. Box 1285
Brookhaven, PA 19015
610-772-5017
sara@saralong.com
www.saralong.com

INFORMATION

Signature Sheet

Date:
Client:

Packages:

On-site Professional Organizing Services:

- Three hours \$ 200
- Nine hours (three three-hour appointments) \$ 550
- Eighteen hours (six three-hour appointments) \$ 990

Virtual Organizing/Virtual Assistance:

- Data entry, filing, etc. \$30/hour
- Shopping for organizing supplies \$30/hour*

Added Benefits:

- Dropping off donations to thrift shops, libraries, etc. Free*
- Preparation of itemized donation lists and receipts Free*

**with paid on-site services*

Hours:

Sara Long schedules appointments on weekends as follows:

- Saturdays 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.
- Sundays 1:00 p.m. to 4:00 p.m.

Adjustments can be made for travel time and around client scheduling conflicts.

Payment:

Payment in full is due by the end of the first appointment. We accept cash, checks (made payable to "Sara Long") and credit cards. If you plan to pay with a credit card, we will email you a Paypal invoice so you can pay online. There are no refunds. There is a \$10 charge for bounced checks.

Materials:

Incidental materials such as a few file folders, labels, etc., are included in this price. Additional charges will be negotiated for purchases such as more file folders, binders, bins, desk accessories, furniture, etc.

Cancellation Policy:

We request that clients call within 48 hours of the appointment start time to cancel an appointment. (For example, if the client's appointment is scheduled for Saturday at 9:00 a.m., the client is expected to cancel before 9:00 a.m. on Thursday to avoid paying for that appointment.) Cancellations without 48 hours notice will be billed for the full time scheduled for that appointment.

Confidentiality Policy:

We commit to keeping client information confidential. Information volunteered from the client (such as contact information, personal discussions, etc.) and encountered while organizing (such as financial files, rolodex names, etc.) will not be shared with others unless the client requests it. We do not trade or sell mailing lists and email lists. Please contact us if you wish to be removed from the Sara Long Organizing mailing list. Sara Long Organizing only publicizes client testimonials and photos with client permission.

Client Signature

Date