



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

INFORMATION

Signature Sheet

Date:
Client:

Rates:

On-site Professional Organizing Services	\$50/hour
Thrift Shop/Library Drop-offs	Free*
Thrift Shop Itemized List Preparation/Receipts	Free*
Taking Away Recycling (Paper, Cardboard, and Co-mingled Glass/Plastic/Aluminum)	Free*
Shredding Papers	\$20/hour (in advance)*
Shopping for Additional Supplies	\$20/hour (in advance)* plus advance estimated payments for goods
Home Projects (Data Entry, File Sorting, etc.)	\$20/hour (in advance)
Travel Fee for On-site Services Over 20 Miles from Brookhaven, PA	\$10

**with paid on-site services*

Materials and Additional Hours: 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. Additional hours beyond what was estimated will also be negotiated.

Payment: Payment in full is due at the end of each appointment. Payment can be submitted by cash or check (made payable to "Sara Long"). There is a \$10 charge for bounced checks.

Cancellation Policy: Sara Long Organizing requests 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 10 am, the client is expected to cancel before 10 am on Thursday to avoid paying for that appointment.) Cancellations without 48 hours notice will be billed for the full time scheduled for that appointment. (For example, if a client schedules an appointment for three hours, then cancels without 48 hours notice, the client will be billed for three hours.)

Confidentiality Policy: Sara Long Organizing commits 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. Sara Long Organizing does not trade or sell mailing lists and email lists. Please contact Sara Long Organizing if you wish to be removed from the Sara Long Organizing coupon mailing list. Sara Long Organizing only publicizes client testimonials and photos with client permission.

Client Signature

Date