

West Coast Organized



Professional Organizing Service Agreement

Thank you for choosing West Coast Organized. My goal is to create functional, organized spaces that are customized to your lifestyle and easy to maintain. Please review the following terms and conditions before your scheduled service.

1. Services

West Coast Organized provides professional organizing, decluttering, unpacking, home office organization, garage organization, pantry organization, closet organization, playroom organization, digital organization, and related organizing services. Recommendations may be made for storage products, but product purchases are separate unless otherwise agreed in writing.

2. Scheduling

Appointments are reserved once this agreement has been signed and any required deposit has been received.

If you need to reschedule, please provide at least 48 hours' notice whenever possible.

3. Cancellation Policy

Cancellations made with less than 48 hours' notice may be subject to a cancellation fee of up to 50% of the scheduled service. Same-day cancellations may be charged the full scheduled amount.

West Coast Organized reserves the right to reschedule services due to illness, emergencies, or unsafe working conditions.

4. Payment

Payment is due upon completion of each organizing session unless otherwise agreed in writing.

Accepted forms of payment include:

- Credit or debit card
- Apple Pay
- Google Pay
- Check
- Zelle

Invoices will be provided electronically.

5. Deposits

Projects requiring multiple sessions or extensive planning may require a deposit to reserve your appointment. Deposits will be applied toward the final invoice.

6. Minimum Service

Organizing sessions have a minimum booking requirement of 3 hours.

7. Purchasing Organization Products

Storage containers, bins, baskets, labels, shelving, and other organizing products are not included unless specifically stated. Product recommendations will be made based on your budget, style, and needs.

8. Client Participation

While many clients enjoy working alongside me, you are welcome to be as involved or as hands-off as you'd like. Decisions regarding what to keep, donate, or discard ultimately remain the client's responsibility.

9. Removal of Donations

Unless otherwise agreed, clients are responsible for removing donated or discarded items from the home following each session. Donation haul-away services may be available for an additional fee.

10. Safety

West Coast Organized reserves the right to decline work involving unsafe conditions, hazardous materials, mold, pests, excessive lifting, or any situation that could present a health or safety risk.

11. Confidentiality

Your privacy is important. All information shared during our work together and anything observed within your home will remain confidential.

12. Before & After Photos

Before and after photographs may be taken to document project results.

No photographs identifying your family, address, or personal information will ever be shared without your written permission.

You may opt out of photography at any time.

13. Results

Professional organizing creates customized systems designed to simplify everyday life. Maintaining those systems depends on ongoing use and household habits, so long-term results may vary.

14. Limitation of Liability

West Coast Organized is not responsible for pre-existing damage to property or belongings, nor for any decisions made by the client regarding items to keep, donate, sell, or discard.

15. Agreement

By signing below, I acknowledge that I have read and agree to the terms of this Service Agreement.

Client Name: _____

Client Signature: _____

Date: _____

West Coast Organized

Jill Mash
Owner