



Terms and Conditions - Working Together Contract

Confidentiality and Privacy:

Calm the Clutter is a professional service. Client information, personal or business, will not be divulged to other parties. Refer to the Privacy Policy for more details.

1. Do you give consent for us to take "Before" and "After" photos of the work?
 Yes
 No
2. Do you give consent for us to share these images anonymously on social media/our website?
 Yes
 No
3. Do you give consent for your testimonial to be put on social media/website using only your first name and general location of the project?
 Yes
 No

Best Advice:

My advice is provided as guidance and in good faith. It is always your decision as to what you wish to keep, discard and recycle. Calm the Clutter cannot accept responsibility for the consequences of decisions taken.

Handling goods:

Whilst working I may occasionally handle items of high monetary value and/or great sentimental value. I am not qualified to identify items of monetary or sentimental value and therefore you acknowledge that in the case of accidental damage or loss, however caused, that I am not held responsible.

Limits of work:

I will of course do all that I can to help you accomplish your goals and achieve your desired outcome. While the decluttering and organising service does not include cleaning, I am happy to assist with some light cleaning tasks if required. I can move furniture items, but there will be limitations within my physical capability. I am able to create storage solutions, and do things like hanging up items with removable hooks and the assembly of simple, lightweight flat-packed furniture. Anything more specialist (drilling, carpentry, heavyweight assembly) would need to be outsourced, and I can assist you with this.

Hours of work:

We will have agreed on an estimated number of hours to be worked and this session will have been booked and scheduled for you. However, it is recognised that it is not always possible to gauge the exact length of time that will be required. You will only be charged for the actual time that I have worked. Time to travel or dispose of items is not charged.

**Referrals:**

I am very happy to investigate the sourcing of items or services (for example, gardening, removal or handyman services) that may assist in our organising work and may have links with trusted service people. I can accept, however, no responsibility for your relationship with such service-providers, and it is important that you satisfy yourself that their services and prices are appropriate to your needs.

Cancellation:

Both you and I have the right to cancel the contract due to unforeseen circumstances such as illness. If the cancellation is made within 48 hours of the booked session, and no replacement session is booked, we may, at our discretion, charge 50% of the intended fee. However, this will usually not apply if your cancellation is due to unforeseen circumstances.

Payment terms

- ❖ Payment must be made by bank transfer.
- ❖ 50% deposit required 2 days prior to the project start date.
- ❖ The remaining balance of the invoice requires payment at the end of the project.
- ❖ A hard copy of the Working Together Agreement is to be signed on the first day of work.
- ❖ Calm the Clutter is not registered for VAT at this point in time.

Licensed DED Trader:

Calm the Clutter is licensed under the DED Trader licence as the Calm the Clutter Project Management.

Rates:

General Organizing and Decluttering: AED350/hour

Assisted Purchasing of Storage Items: AED300 one-off fee (items purchased at client's expense)

Included in the general package is:

- Decluttering belongings including removal of items for donating, recycling and disposal.
- Organizing belongings into new practical storage solutions
- Advice on how to create and maintain a calm, simple and organised environment
- A follow-up call to check all is working smoothly

Please indicate your acceptance of these terms by signing this form.

Agreed and Accepted By:**Signature:****Date:**

May I take this opportunity to congratulate you for taking such positive action and am very excited to be assisting you in calming the clutter!