



## AGREEMENT

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The purpose of this Agreement is to confirm the organizing services, terms and fees between Krisp Solutions, LLC (“Krisp” or “Organizer”) and the “Client”. The Client is defined as the person(s) on whose behalf the services are performed (even if a third party will be responsible for payment to Krisp Solutions).

### SERVICES AND FEES

As a full-service organizing consultant, Krisp Solutions will provide the following organizing services based on Client needs:

**Initial Phone Interview (15-30 minutes) – No Charge.** This is required for all prospective Clients to gather the basic information (name, location, scope) to help Krisp determine the overall scope of work requested and set up the Onsite Needs Assessment visit.

### **On Site Needs Assessment (1-2 hours)- \$100 fixed fee (cost may be credited to services)**

The onsite visit will include a tour of the Client’s location and a discussion concerning Client goals, priorities and timelines. This consultation takes approximately one hour and involves completing a Client Needs Assessment Questionnaire. In addition, Krisp will measure and photograph the space to be organized. After the assessment, the organizer will develop a time estimate and a quote for a solution that will align to match the Client needs, timeline and budget. (The \$100 fee will be credited toward any hourly assistance or custom project work.)

### **Implementation Options (Client to initial selected services):**

#### **\_\_\_\_\_ (1) Purchase the Organizing Plan for DIY**

If the Client wishes to implement the organizing solution without additional onsite services, Krisp can provide a written recommendation and directions on how to proceed. Included in the price will be (weekly or bi-monthly) check-in phone calls to see how the work is progressing and to provide additional guidance if stuck.

Price and number of follow up calls are dependent on number of rooms and total scope (range estimated to be \$100-\$300.) The actual fee will be determined after the assessment is completed. Payment by the client is required prior to receipt of the plan.

#### **\_\_\_\_\_ (2) On Site Hourly Assistance- (minimum 3 hours)**

If the client wishes to purchase the organizers time to assist in the implementation of the plan, the cost of the plan will be credited towards the project.

\$\_\_\_\_\_/hr. for one organizer or \$\_\_\_\_\_/hr. each for two or more organizers

Hourly rate is determined by activity and organizing skill needed and length of project.

On site work is generally performed in blocks of 3 hours. Additional time (above 3 hours) can be billed in ¼ hour segments at the corresponding rate. Sessions of 6 hours or more are scheduled for an additional ½ hour and include a 30-minute unpaid meal break.

### (3) Custom Project (price will provided with an estimate sheet)

If the client would like to hire Krisp from start to finish...then the total project can be priced at a fixed fee or fixed daily rate dependent on number of organizers. This would be most appropriate for multi-day/multi-month long projects.

#### **Follow-up and Evaluation (at no charge for up to 30 minutes).**

Once an organizing system is in place and the client has an opportunity to “test” the system, it is important to evaluate how the system is working. Within 30 days of implementation, Krisp will provide a 30-minute follow-up and evaluation session. (Any additional time beyond 30 minutes will require billing at the above-described hourly rate).

#### **OTHER FEE RELATED TERMS:**

- Fees may be paid by cash or credit card.
- Fees are due and payable at the conclusion of each onsite visit.
- Payment for any off-site services are payable in advance.
- For locations outside of Glynn County, travel time will be charged at the hourly rate.
- Any cost for organizing products (such as bins, baskets, etc.) are not included in these prices. If the client wishes Krisp to purchase items, Client agrees to reimburse Krisp for authorized expenses. In addition, any time spent for research, ordering and/or picking up products will be billed at the hourly rate.
- Donation drop-off may be provided by Krisp. Time will be billed at the hourly rate.
- Cancellation Policy: Any appointments cancelled by client with less than 48 hours’ notice to Krisp will be charged for 50% of the scheduled appointment time.

#### **OTHER NON-FEE RELATED TERMS:**

- Krisp Solutions does not provide housecleaning; assembly of furniture, shelving, closet systems; moving of heavy furniture; climbing extension ladders; or any similar type of activities but may be able to assist with referrals to contractors for such tasks.
- Krisp will not build, alter, or install anything in Client’s home, but may refer Client to qualified craftsmen as necessary for such action.
- Clients are asked to remove and secure firearms, drug paraphernalia and other “private” personal items from work areas before work begins.
- Client is asked to secure pets away from work areas.
- If rodent waste is found during a session, work will stop immediately, and the Client will pay for time performed. Work may resume when remediation has occurred.
- Krisp will provide discretion and confidentiality to the Client.

- I (Client) give permission to Krisp to share specific information such as plan or progress (or other information as stated below) with the following person(s):  
 \_\_\_\_\_ Please initial your concurrence here. \_\_\_\_  
 Other Information: \_\_\_\_\_
- I (Client) give permission to Krisp to share any information with the following person(s):  
 \_\_\_\_\_ Please initial your concurrence here. \_\_\_\_
- I (Client) do not wish Krisp to share any information with any person.  
 Please initial your concurrence here. \_\_\_\_
- Krisp may wish to anonymously use before & after pictures of Client’s project for either reference materials or as examples of services provided on their website or in marketing materials (such as a brochure). Please initial your concurrence here. \_\_\_\_

**LIMITATION OF LIABILITY:**

- Suggestions regarding procurement and/or retention of legal, financial and accounting documents may be made by Krisp to expedite the organizing process. However, Client agrees that all final decisions regarding the handling of such documents should be made by Client in consultation with its CPA, Attorney, or Financial Advisor.
- Client agrees that it shall review all materials Krisp Solutions recommends to be disposed of by means of recycling, shredding, donation, resale, or any other means agreed to between Client and Krisp. Client agrees that Krisp and its employees are not responsible for any loss or damage caused by Client's failure to carefully review or inspect any disposed items.
- **Client also agrees that Krisp and its employees are not liable for any loss or damage, including consequential damages, Client sustains as the result of any services or advice provided to Client by Krisp, or its employees, under this Agreement, including any loss or damage caused by the negligence or fault of Krisp or its employees.**

This Agreement constitutes the full and complete understanding between the parties. This Agreement can only be modified by a written amendment, signed by both Krisp and Client.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (print name) \_\_\_\_\_, Client

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (print name) \_\_\_\_\_, Krisp Solution

Responsible Party for Payment (if applicable):

I agree to pay to Krisp Solutions the fees for service on behalf of the Client per the terms stated in this contract.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (print name) \_\_\_\_\_