

Picture This Organized

Working Agreements:

Phone Call Confirmation: Unless otherwise stated, I will **not** call to confirm appointments. If you need to reschedule your appointment time, please call me at the number listed below.

Cancellation Policy: Cancellation of a scheduled appointment with less than 48 hours' notice will be billed at 50% of the agreed-upon rate for time scheduled.

Payment: Payment is due at the end of each organizing session. If you are purchasing an organizing package, payment is due on the first day of service.

Scope of work: I will work diligently and efficiently on the agreed upon photo organizing projects. As the scope of projects vary, the client acknowledges that not all projects may get completed within the maximum number of hours allocated. Variables can include changes in the quantity of photos, level of organization, photo size and mixed formats.

Rush orders: All fees are approximate. Rush job (turnaround in two weeks or less) carry a 30% surcharge. This fee schedule is current as of March 2014 and is subject to change without notice.

Supplies: Client agrees to pay for all additional supplies that are used during services rendered.

Copyright: Anything that is copyright material cannot be reproduced without permission. This applies to school and professional portraits. When producing a traditional album, the source material falls within copyright guidelines.

Confidentiality: Picture This Organized will keep confidential all client information, both business and personal. Picture This Organized will use proprietary client information only with the client's permission.

Warranty: Picture This Organized services are provided as is and without fault and Picture This Organized hereby disclaims all other warranties and conditions, whether express, implied, or statutory, including, but not limited to, accuracy or completeness of any provided service.

Liability: Picture This Organized will make every reasonable effort to safeguard your personal materials during the organizing process. By submitting any property to Picture This Organized for any purpose, you agree that Picture This Organized shall not be liable for any loss, expense, or any claim whatsoever arising from any act or omission of Picture This Organized, its officers, agents, and employees. In the unlikely event that your property is lost or damaged, you agree that Picture This Organized shall in no event be liable for any damages, including, but not limited to, incidental, special, or consequential damages, however caused, and under whatever cause of action or theory of liability brought.

Package Purchased: _____ Total Cost of Package: _____

Payment received via PayPal: _____ Check #: _____

Client Signature

Date

Organizer Signature

Date

Julie Kessler

PictureThisOrganized.com

303-902-4031