

THE TEAL BUTTERFLY DESIGN COMPANY WORKING AGREEMENT

Thank you for booking an appointment and taking the first steps to transforming your home! Please read, this working agreement which includes cancellation and rescheduling policies, liability waiver, photo consent, working hours, & payment details.

If booking a longer term project in advance I require A signed copy of this agreement and \$100 non-refundable deposit one week prior to beginning our sessions together. Please note long term session security deposit refunds are not refundable regardless but may be applied to future booking.

Name: _____
Address: _____
City: _____
State: ____
Zip Code: _____
Phone: _____
Text-able Number: _____
Email Address: _____

JO'S CONTACT INFO

Phone: 864~384~2435 (call and text)
Email: info@thetealbutterflydesignco.com

Please feel free to Email, call or text me anytime! If I am with a client or it is outside working hours I will respond as soon as I am able.

OFFICE & WORKING HOURS

Tuesday to Friday 10am to 6pm

Telephone Consultation available anytime

CANCELLATION & RESCHEDULING POLICY

If an emergency arises, I understand you must tend to it. As such, each client receives one grace pass per calendar year **to reschedule their appointment. Please note however that a \$50 fee will be added to 2 or more consecutive cancellations.**

*****Payment in FULL required at the end of each day or session. If the client will not be present during the session, payment must be left or delivered to me in advance. *****

ACCEPTED PAYMENT METHODS:

Cash or Check preferred

Credit/Debit Card or Paypal due in advance plus processing fee

MILEAGE CHARGE

Any trip exceeding a 25-minute drive each way will be added to my hourly rate.

e.g. a round trip taking 3 hours will cost \$150

LIABILITY RELEASE

While I, Joanna Nelson, have always taken great care and every precaution when handling a client's furnishings and accessories, and it is my policy to have every client sign a waiver of liability in the event of accidents.

Thank you for your understanding and cooperation.

"I hereby acknowledge that I understand there may be some risks involved in the moving of furniture and accessories as part of the organizational services I have contracted Joanna Nelson to do. I hereby accept all risk, and waive and all monetary claims for damage or injury to myself or member of my family, my furniture and my accessories, whether owned, rented, or borrowed by me or member of my family, relatives or friends and assume all legal and financial responsibility myself for such.

I shall not now nor in the future make any claim against Joanna Nelson, The Teal Butterfly Cleaning Company or any of her family, partners, or helpers for any injury to persons within my home or damage or destruction of possessions or property belonging to myself or others in and on my property beyond the value of the services performed and agreed in advance. I warrant that I have the authority to authorize the movement of all furniture and accessories within this home.

I further agree to indemnify and hold harmless Joanna Nelson, and The Teal Butterfly Cleaning Company and its employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from any negligent or intentional act or omission by Joanna Nelson or any employee or representative of The Teal Butterfly Cleaning Company as part of the organizational services I have contracted Joanna Nelson to do." (Initial here _____) **PHOTO CONSENT**

I, Joanna Nelson, would like to include before and after pictures of our projects as a part of my work history. There is no identification, reference to locations, or any information of a personal nature included when the photos are used.

"I do hereby consent to give Joanna Nelson, The Teal Butterfly Cleaning Company, the right to use my photographs for reproduction purposes in the promotion of her organizing services. These purposes include, but not limited to: brochures, posters, flyers, presentations, and website portfolio."

OPTIONAL: "I CONSENT TO BEFORE & AFTER PHOTOS." (Initial here _____)

OPTIONAL: "I decline photo consent." (Initial here _____)

OPTIONAL: "I decline 'before' photos but consent to 'after' photos." (Initial here _____)