



## Terms & Conditions

### Ground Rules

I bring the following ground rules to our working relationship:

- The work we do together is confidential and at your pace
- We work together throughout the time I am with you
- We continue to review and revise how we are working together
- I will not keep any of your belongings for myself

### Confidentiality and Privacy

I provide a professional service. I do not share client information, personal or business details with others. Photographs and testimonials are only shared with permission and agreement on how to accredit them

You will find that I do mention other clients when relevant and appropriate. It can be helpful to give examples of the kind of work I do and outcomes (eg. 'I worked with an artist who was moving studio / a client who was moving and we saw each other half a day a week for about 3 months/ someone whose dad had died and we emptied his house together / a client who used the recycling place on Hornsey Road and said it was brilliant'). I'm mindful to preserve privacy and give relevant, but not salacious, detail. If ever there is a particular 'story' to relate about a Room to Think experience, either to mention to other clients or in an interview or a blog, I do it with discretion.

### Insurance

I have Professional Indemnity Insurance cover with Westminster Indemnity. A copy of my certificate is available on request

### Professional Membership

I am an associate member of The [Association for Professional Declutterers and Organisers](#) and a graduate member of the [British Psychological Society](#). I'm bound by, and work within, the professional ethics of both organisations.

I am registered with the Information Commissioners Office (ICO). This means I am professional about data protection.

### Fees & Payments

Room to Think is the name of my organisation. Your invoice will be from Caroline Rogers. I do not charge VAT. All invoices state my UTR number.

If we're working together over a period of time any work I do outside of our face-to-face time (eg. researching Great Organisations, preparing spreadsheets, writing up plans) are included in the day/half-day rate.

All the face-to-face time I spend with you is chargeable, including the times we are taking a break.

Time spent on the phone/email with you before you engage me is not chargeable.

I prefer payment direct to my bank account (details on invoice), but can also take cash or cheques if that is easier for you.

**Payment terms:** Usually I expect payment on production of my invoice. Other terms can be discussed and agreed.

### Travel/Expenses



I generally travel by bicycle and will take responsibility for Oyster travel within London myself. If I need to pay for a train fare/taxi/Zip-van in order to carry out our work with you, I will charge that to you as an expense. No expense charges will be made to you without prior agreement.

**Advice**

Any advice I give is done so in good faith. It is your decision to accept my advice on keeping or letting go of particular possessions. I am always keen to find organisations that make good use of donations and can share this information with you, but the ultimate decision is your own.

**Valuation of Goods**

I am not qualified to advise on valuation if you want to sell items. I am not a specialist in antiques or the valuation of goods. I advise clients to seek valuations themselves.

**Recommendations**

I may recommend other professionals when appropriate (eg. builders, removal firms). This is done in good faith and has no financial benefit to me. I cannot take responsibility for the outcome – good or bad – of these recommendations but will always be interested in your feedback.

**Handling Goods**

I will do what I can but maintain the right to say no to lifting heavy or large items beyond my limitation. If there are lots of heavy items to move we will need to discuss getting help to do this.

**Removal of Items**

Removal of items from your premises is your responsibility but I am happy to drop off a small bag of donations to a charity shop or organisation on my way home, can help you organise transport for larger items and come along with you if you need me to.

**Pace and speed**

I will do all I can to help you achieve the task, within the timeframe set. However, you set the pace at which we work and will take ultimate responsibility for what we achieve in the time allocated.

**Cancellations**

I understand that cancellations are sometimes unavoidable. If we are unable to re-schedule and a cancellation is made with less than 2 working day's notice we will discuss a cancellation fee that values us both.

I agree to the terms set out above. We have agreed a fee of £\_\_\_\_\_ per \_\_\_\_\_

Signed (client) \_\_\_\_\_

Signed (Caroline Rogers) \_\_\_\_\_

Date \_\_\_\_\_