

Service Agreement

This Service Agreement outlines the terms and conditions governing the professional home organising services provided by Bosska to the Client.

1. Services

Bosska will provide professional home organising services, including but not limited to:

- **Consultation:** A personalised consultation to assess the Client's needs and preferences.
- **Decluttering:** Sorting, categorising, and removing unwanted items.
- **Organising:** Implementing efficient storage solutions and systems.
- **Light Cleaning:** Basic cleaning tasks associated with the organising process.
- **Additional Services:**
 - **Sourcing Storage and Shopping Service: \$95**
 - **If you wish to choose to get my recommended list of products: \$65**
 - **Dropping donation to charity \$95**

2. Client Responsibilities

The Client agrees to:

- Provide timely and uninterrupted access to the space.
- Clearly identify items for donation, sale, or disposal.
- Promptly settle all outstanding balances.

3. Bosska Responsibilities

Bosska agrees to:

- Provide high-quality, efficient, and respectful service.
- Maintain the highest standards of privacy and confidentiality.
- Exercise reasonable care in handling the Client's belongings.

4. Payment

The Client acknowledges and agrees to the following payment terms as part of the Service Agreement:

Deposit

- A non-refundable deposit of **\$120.00** is required to secure booking availability and initiate the agreed-upon services.
- The deposit amount will be communicated to the Client before the commencement of services.

Payment Method

- Payments can be made via direct bank deposit, invoice, credit cards or cash.
- Any additional fees associated with specific payment methods, such as bank charges, are the responsibility of the Client.

Payment Terms & Invoices

- Payment for labor and services rendered is due ***at the end of the session.***
- If storage products are administered, the Client will receive an itemized invoice for purchases (if required) payable immediately upon receipt or within one business day.
- Failure to settle payments within five business days may result in debt collection services being engaged, incurring an additional **\$200** administrative fee for the Client.

Late Payment

- Late payments are subject to a late fee of **10%** from the date of the invoice until payment is received.
- Bosska reserves the right to suspend further services until the outstanding balance, including late fees, is settled.
- If payment is not received within seven business days of the due date, Bosska may engage debt collection services, and the Client shall be responsible for any associated collection costs.

5. Rescheduling and Cancellations

- Rescheduling requires a minimum of **48 hours' notice**; otherwise, a penalty fee may apply.

6. Parking and Travel

- Within the Sydney metro area, there is no extra charge for transport.
- For interstate travel or locations outside our **35 km radius**, travel fees may apply.
- If meter parking is required, this cost will be charged as an additional expense.

7. Dispute Resolution

- Any disputes will be resolved amicably through negotiation or mediation.

By signing this agreement, the Client acknowledges and agrees to these terms.

[Your Signature] [Client's Signature]

[Date]

Bosska - Holistic and Functional Approach to Home Organisation

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