



BLUEBIRD ORGANISING
The simple stuff that's tough to do

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Terms & Conditions

1. Service Provider

Bluebird Organising
PO Box 814, JOONDALUP DC, WA 6919
ABN 57434834962

2. Client

As written in the **Client Form**, Job No.: _____

2. Performance of Services

The Services will be performed by *Bluebird Organising*.

3. Service Provided

Organising Services which may include but are not limited to de-cluttering, organising, sorting, storage, re-arranging, installing storage furniture and other items, as per the agreed upon **Client Form**.

4. Location of Services

The Services may be performed at a location as agreed between the Parties.

5. Term of Service

The term of this Agreement will commence on the Agreement Date and will continue until the Services have been completed, or such other time as provided in this Agreement. The Term may be extended by written agreement of the parties.

6. Fees

Fees are typically issued based on the entire job as per the agreed value in the **Client Form**. Extension or reduction of Services may be determined on an hourly rate plus materials as determined by *Bluebird Organising*.

7. Invoicing and Payment

Bluebird Organising will invoice the *Client* on completion of the Services. Once *Bluebird Organising* provides a valid invoice the *Client* must make payment within 7 working days.

Payments are permitted in the following forms:

Money Payment (in person), or

Bank Transfer to:

Bluebird Organising

BSB: 302 162

Account: 1426526

8. Expenses

In addition to the Fees, *Bluebird Organising* may charge the *Client* for materials or costs incurred in performing the Services, including; storage supplies and or furniture; and, miscellaneous organising items as agreed upon between *Bluebird Organising* and the *Client*. *Bluebird Organising* is solely responsible for any payments to suppliers or stockists.

9. Insurance / Police Clearances

Bluebird Organising holds the relevant insurance policies and clearances relating to the provision of organising Services. Upon the request of the *Client*, *Bluebird Organising* will provide to the *Client* a copy of these documents. Any claims shall be immediately submitted by the *Client* to *Bluebird Organising*, and no later than 48 hours after job completion.

10. Valuables

Bluebird Organising will handle all disclosed items during provision of Services with care and respect. All undisclosed valuables found during provision of Services will be handed to the *Client* immediately.

11. Confidential Information

Bluebird Organising strives to ensure that the *Client's* personal information accessed is always kept confidential. *Bluebird Organising* shall only use the confidential information of the *Client* for the purpose of performing Services under this Agreement. Any requests by *Bluebird Organising* for information that may be used in a public forum, such as before-and-after photos or testimonials on *Bluebird Organising* website, must be clearly expressed by *Bluebird Organising* and agreed upon by both parties. Formal confidentially agreements can be arranged at the *Client's* request.

12. Security

In the event that *Bluebird Organising* will be entering the *Client's* premises unsupervised, the *Client* shall arrange access to the premises' keys. *Bluebird Organising* will access and use these keys for the sole purpose of carrying out the Services of this Agreement.

13. Dispute Resolution

Disputes will be managed with complete professionalism, immediately, and in person (where possible).

14. Environmental Considerations

Bluebird Organising will operate in an environmentally conscious manner at all times. Unwanted items removed by *Bluebird Organising* will be disposed of in a safe and environmentally conscious way.

15. Disposal of Items

Bluebird Organising and the *Client* will agree upon a method of disposal of unwanted items at the completion of organising Services, which will be expressed in the **Client Form**.

16. Termination

This Agreement will naturally terminate at completion of the work as agreed in the **Client Form**. It may also be terminated by either party, upon notice in writing if; a breach of the Agreement is committed; if one of the parties is unable to perform their duties; if the *Client* fails to pay any requisite Fees within seven (7) days after the date they are due. If this Agreement is terminated before the expiration of its natural term, the *Client* hereby agrees to pay for all Services and materials rendered up to the date of the termination, and for any and all expenditure due for payment after the date of termination for commitments reasonably made and incurred by *Bluebird Organising* related to the rendering of Services prior to the date of termination.