

## Letter of Agreement

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (c) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Services to be rendered on: \_\_\_\_\_ (D/M/Y) Time: \_\_\_\_\_

- You can expect a minimum of two partners to be present during the completion of the project.
- Please note that our partners will take a short, on-site lunch break during full-day services.

The following spaces will be addressed and completed during this appointment time:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Materials Needed

To complete the project, the following items are recommended and need to be in place prior to the contract date (not doing so may result in an unfinished project):

Bookshelves \_\_\_\_\_

Bins \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_



# LAST RE SORT

HOME ORGANIZATION & STAGING

## Confidentiality

We will maintain the highest standards of confidentiality and respect for you, your possessions, and your home. We will not disclose, divulge, reveal, report or use any confidential information that we have received without the prior written consent of the client (excluding illegal materials/activities).

## Process Ownership

You maintain “process ownership” at all times. This means you are part of the process of purging, sorting, and organizing of all belongings, accessories, and furnishings. While we may gently encourage letting go of items that have served their purpose, the final decision will always remain yours. Together, we will determine where and how your discarded items will be dealt with and whether you require a separate [Take-Away Plan](#).

## Working with Family Members

Because of health or other limitations, if you would like to review this agreement with a family member, power of attorney, or other trusted source to act as a witness to the process, please do not hesitate to let us know.

Would you like to have another trusted adult review this contract with you?

No

Yes Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## The client agrees to engage Your Last ReSort to complete the following services:

- Sort: Half day: \$250 | Full day: \$500
- Stage: Half day: \$250 | Full day: \$500
- Sort and Stage: \$300 | Full day: \$550
- Seasonal: \$200

Client Initial: \_\_\_\_\_



# LAST RESORT

HOME ORGANIZATION & STAGING

- If you live outside of the Kentville area (exceeding 30 kms), mileage will be charged at a rate of \$.34/km.

\$ .34 x \_\_\_\_\_ (kms) = \$ \_\_\_\_\_ (additional charge)

- Your Last Resort requires a 50% deposit at time of booking and the remaining balance (including mileage, if applicable) is due on the date of completion.

Deposit amount: \$ \_\_\_\_\_

Balance Owing: \$ \_\_\_\_\_

- Payment can be made by cash, cheque to (Jennifer Williams Saklofske), or e-transfer at [yrljennifer@outlook.com](mailto:yrljennifer@outlook.com).

**We look forward to working with you and turning your home into your own Resort!**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jennifer Williams Saklofske  
Laura Churchill Duke  
Raina Noël

\_\_\_\_\_  
Client



## Take-Away Services Contract

The following contract is entered between (client name) \_\_\_\_\_  
and Last ReSort. This agreement is in reference to the take-away services  
taking place on (D/M/Y) \_\_\_\_\_ .

Last ReSort has agreed to provide the services as listed below:

- None, the client will take ownership of all removal services
  
- Last ReSort will take away goods listed in the chart below from  
\_\_\_\_\_ (home address) to the charity of the  
client's choice.

Charity Choice:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jennifer Williams Saklofske  
Laura Churchill Duke  
Raina Noël

\_\_\_\_\_  
Client

# LAST RESORT

HOME ORGANIZATION & STAGING

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Number of Bags or Boxes	Where Goods Will Be Taken	Contents	Notes

\_\_\_\_\_  
Jennifer Williams Saklofske  
Laura Churchill Duke  
Raina Noël

\_\_\_\_\_  
Client





## Photo Release Statement

Last ReSort would like to take before and after pictures of your space for our portfolio. These photos will be used for marketing purposes on Last ReSort website and social media channels.

We promise not to use any identifying information, no family photos, custom decorations, etc. that your family or friends would recognize.

Please let us know if you would like to view the photos prior to us using them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jennifer Williams Saklofske  
Laura Churchill Duke  
Raina Noël

\_\_\_\_\_  
Client