



Client Information Form
(Please print)

Name: _____ Email: _____
First Last

Street Address: _____

City/State/Zip: _____

Phone (work/mobile): _____
Okay to leave a message? _____ Yes

Phone (home): _____
Okay to leave a message _____ Yes

How did you hear about LET'S MAKE ROOM? _____

Briefly describe your reasons for seeking help from LET'S MAKE ROOM at this time:

I specifically need help with:
 Filing/paper management Room/Space Organizing Being more productive
 Planning and/or managing my home move Unpacking/Home Set Up Other:

CANCELLATION AND FEE POLICY

LET'S MAKE ROOM serves to enhance its clients' personal productivity, well-being and lifestyle by offering on-site, residential organizing, move management and productivity consulting services.

LET'S MAKE ROOM is a sole proprietorship owned by Lis Golden McKinley, M.A. CPO® Payment for services, or deposit on purchased packages, is appreciated on the day services are rendered. **We accept check, cash or credit card. Payments made in check or cash receive a 2.5% discount.**

Cancellation of appointments with less than 48 hours notice will be billed at a rate equal to fifty percent of the total appointment fee for all scheduled hours. We cannot make exceptions to this policy except in cases of life threatening emergencies.

Agreed to by: _____ Date: _____