



PROCESS DETAILS

Being organized is a process. As we work together on your project, it's important that we understand each other's expectations so that this process – and your project – go smoothly.

Here are some factors to consider when thinking about how long your project may take:

- ✓ The size and accessibility of the space(s) to be organized – and it will get messy before it gets better
- ✓ The level of organization desired
- ✓ How much work we can get done together – and how much work you can complete on your own in between sessions
- ✓ How quickly you can make decisions regarding stuff to keep/donate/recycle/trash
- ✓ The number of interruptions allowed (i.e., telephone, children, pets, etc.)

Here's what you can expect from me as we work together:

- ✓ Dedicated personal service, with the fullest respect for your needs and goals
- ✓ 100% satisfaction with the work provided
- ✓ Follow-up within 24 hours of first contact
- ✓ Honest assessments and pricing
- ✓ Punctuality
- ✓ Attention to detail
- ✓ Open and frequent communication, with active listening to understand your needs/goals
- ✓ Integrity from beginning to end
- ✓ All "before" and "after" photos will be taken with your permission
- ✓ Nothing is removed from your property without your OK
- ✓ A 30-minute warning indicating that our session is nearing its end
- ✓ Your space will be cleaned up and functional after our session, until our next session

Here's what I expect from you as we work together:

- ✓ You are ready to make changes and try new things
- ✓ You have communicated fully with your spouses, partners, and/or roommates about the project, from the time & financial commitment involved to our scheduled sessions
- ✓ You will be patient with me and yourself throughout the process, and you will communicate openly and honestly to ensure I understand your needs and concerns
- ✓ You understand that you are an integral part of the process, both in making decisions and in physically moving objects large and small with me
- ✓ You and I will jump right into the tasks when I arrive
- ✓ You are responsible for all costs of organizational products or supplies that we decide to purchase; you won't be required to purchase anything unless we agree on the items

Please initial here, showing that you agree to these processes and details: _____

We'll have fun making organizing happen!