



Urge To Purge

Professional Organizers

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ORGANIZATION PROCESS

OBJECTIVE

Urge to Purge Professional Organizers is pleased to provide you with an outline of our organizing home simplifying process. Our objective is to help achieve your goal of Organizing, Downsizing or Relocation and implementing streamlined, functional, and attractive storage solutions, safety equipment, etc

THE ORGANIZING PROCESS

Initial Assessment

Walk-through of your home, noting what's working well and areas that need improvement. Photos and measurements will be taken of each area and the Organizer will provide an estimated number of onsite organizing hours required. In lieu of a walk-through, photos may be sent, however in person assessment proves to be most useful.

Proposal

A detailed proposal will be provided giving you a step-by-step process for each area, including a project timeline and estimated number of Organizer onsite hours and offsite hours for layout, design, and product research.

Onsite Process

We prefer to work alongside our clients to share tips and techniques involved in the organizing process. Our goal is to ensure that your home is customized to your organizing style and includes systems and processes that are easy to maintain.

Organizing sessions vary greatly in time frames depending on your project. Time can be reduced if the client chooses to purge unwanted items prior to the start date and/or arrange for their removal or relocation.

Decluttering: setting aside items to purge, sort, donate, recycle, or dispose.

Organizer will provide a list of resources for recycling and disposing of items. The Organizer will bring sorting bins, if necessary. Cost of materials such as garbage bags the removal/disposal of items will be figured into the project cost.

Assess Remaining Items: evaluating the best “homes” for household items based on your daily routines and implementing solutions that save you steps and time to complete a task.

Homework: to make the most efficient use of time, some “homework” may be given to clients between onsite organizing sessions. For example: culling through book collections, photographs, filing, etc.

Offsite Process

Organizer will spend time between sessions to research organizing products that will work best for each space, keeping the client's design style and budget in mind.

Organizer will provide client with a summary of suggested products, cost, and where products can be purchased. Organizing products are selected and can be purchased by the client, unless specific arrangements have been made.

Depending on the project, the Organizer will provide suggestions for storage design layouts, space planning, and rearranging furniture.

Organizer can provide resources for outside contractors or handymen to install new closet systems, shelving or other structural changes.

Installation

Household items are reorganized into each space.

EXPECTED RESULTS

Our clients have been thrilled with their newly organized spaces or assistance with Relocation readiness. They not only are able to find things quickly and easily, but they are able to keep them organized because they have storage systems that are streamlined and easy to maintain. And unpacking into a new location has never been easier!

PAYMENT FOR SERVICES

Payment for services are as follows: To secure a session, down payment in advance is required by debit/credit card via SQUARE or personal check (with backup credit card/debit card) per proposal provided to customer. Please make checks payable to Urge to Purge. Balance of project cost is due day of completion.

CONCLUSION

I look forward to working with you and helping you achieve your goal of organizing your space and/or relocating. My goal is to facilitate your transition and/or transform your space to make it more organized and functional for you and/or your family.

If you have questions on this outline, feel free to contact Carolyn Moshier, owner of Urge To Purge, 770-312-6905, urgetopurgeorganization@gmail.com at your convenience.

Thank you so much for your consideration.

Sincerely,

Carolyn Moshier

Owner of Urge to Purge