



Mark and Label Home Client Process

Thank you for considering Mark and Label Home as your personal home organizer! Here is our client process for home organizing. This guide is varied by the needs of the client so all steps may not apply to you. Please reach out if you have any other questions prior to your consultation.

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Let's get to know each other!

Home Visit:

This is where we will evaluate if we are a good fit. Mark and Label specializes in decluttering, organizing, and budget friendly design work with heavy consideration of the client's lifestyle. During the initial home visit, we will walk through the spaces in your home you need help with. I will ask what isn't working for you and your goals for each room. As we walk through your space, it will be helpful for me to take pictures and notes to refer to as we put together a plan for you.



The Plan (\$125)

After our visit, a plan will be created for you. Whether you're just moving into a new home or have lived in your home for a few years. Your current storage options and needs may not be working with you anymore. The plan will include what we've discussed during our walk through and plans to help your space make more sense for you. This will include tasks and estimated hours, pricing for your project, and possible materials if you decide to incorporate new organizing containers to your space. If you live with multiple family members and their space also needs to be decluttered/organized - I will also include a plan that involves these spaces as well.

Let's put the Plan into Action! (\$125/hour)

Decluttering:

Each session will be about 2-3 hours. Any longer than that typically becomes unproductive. Decluttering needs to be done in doses. If there are multiple rooms that need decluttering, I will assign tasks that clients can do on their own. The hope is to teach some tips and tricks, and these tasks between each session will put into practice what you hopefully will learn during each session.

Depending on your needs, decluttering will be done first, then organizing. This phase involves some to a lot of participation from the client for we may be going through some personal items. After each session, if there are items to be disposed of, the organizer will take a truck load of donation and garbage items from the client's home after each session.

What the decluttering sessions will look like:

The organizer will designate spots/bins to put throw-away items, donation items, and items to keep. After each session, the client will confirm the items that will be thrown away and donated before the organizer removes items from your home. Items will be donated to the nearest donation center or a donation center of your choosing. A tax receipt will be provided.

Items that are to be disposed of will be taken to the nearest transfer station. Transfer station fees will be charged to the client invoice after each session and receipts will also be provided.

* Mark and Label Home does not specialize in selling items, but we can make suggestions on where items can be sold.

Organizing sessions:

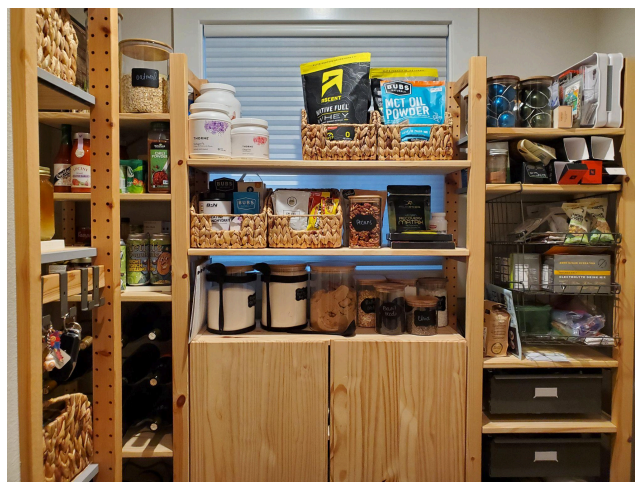
Hours will vary depending on the size of the room and amount of items. Estimated hours will be included in the contract and plan.

This takes very little participation from the client, but they can be as involved as they would like to be. During this session, typically, all of the items in the space that we are working with include items that the client wants to keep. During this stage we are looking at a better system for the client where they can move more freely and in a more organized fashion than how their items are presented currently based on what their goals are for the space.

Design session:

Hours will vary depending on the size of the room and amount of items. Estimated hours will be included in the contract and plan.

If this is something that a client is interested in, a supply list will be sent to the client prior to the session. When approved, there will be an invoice sent to the client for the supplies. After the invoice is paid, the items will be shipped either to the client or to the Mark and Label Office. Once the supplies have arrived, the organizer will schedule a time with the client to implement their new containers to their space.



Maintenance (\$75/hour): For rooms/spaces that have been organized with Mark and Label - we can schedule maintenance sessions which include reorganization and in some cases, like pantries, removing expired items.

Invoicing:

Invoices will be sent after each session and are due after each session. We take debit, credit card or ACH transfer via an invoice sent to your email.

Before and After's



Check out the stories from each transformation on our website:
www.markandlabelhome.com/portfolio