



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.

Email: markandlabel@gmail.com

Phone Number: 360-535-0523

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.



Planning:

After our visit, a plan will be created 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.

Paperwork:

After reviewing the plan and the pricing, and you would like to move forward - There will be an organizing contract (and maybe a supply list) that will be sent to you via DocuSign.

Scheduling:

This is where we will find times to schedule sessions. Google invites will be sent to you and can be saved and added to your calendar. Before each session I will confirm the appointment via text and/or email (whichever is your preferred point of contact).

Decluttering:

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.

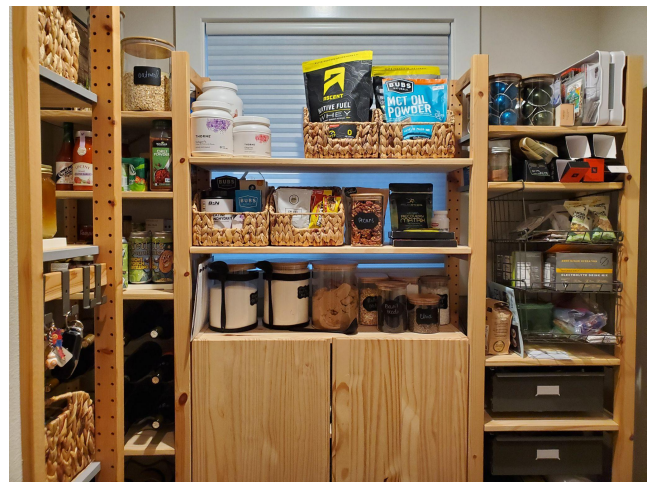
* Mark and Label Home does not specialize in selling items, but we can make suggestions on where items can be sold.

Organizing sessions:

This takes very little participation from the client, but they can be as involved as they would like to be. The purpose of this session is to receive help and suggestions from the organizer and where Mark and Label will hands-on create a better flow for your space. More details of the organizing plan will be communicated prior to the start of the session.

Design session:

This will be pre-planned and approved by the client. 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.



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 straight to your email.

Before and After's



Look at Before and Afters in more detail on [Yelp](#), [Instagram](#), or [Facebook](#) (Mark and Label Home)

Maintenance: The goal is to learn some tips and tricks on organizing during your sessions. There are seasons in life where life will get a little busy and you may need some help when life changes and evolves causing your space to change and evolve. We can schedule maintenance sessions for the spaces that we've organized and/or spaces that need a little bit of TLC.