



Thank you for contacting **Design & Organize (DO!)**. Our team approach to designing and organizing has high client approval; we look forward to discussing your individual needs.

PROJECTS

We work with clients on a variety of organization projects – small to quite large. We've done everything from closet purge and organization to whole home purging for a moving/downsizing (one client had us help purge a large, 4 bedroom home to a small, 2 bedroom condominium).

We also provide design services, such as furniture arrangement, picture hanging, and color selection. Reviewing what you already own, we find ways to use your items in a better way. Many clients prefer to work with us over a series of visits giving the client opportunity to apply the skills learned and work on their homework suggestions, but having the safety net of our expertise.

RESULTS

DO can help you as little or as much as you want – you are in charge! In one session we can accomplish certain tasks and teach you skills to get you started, or we can help you during multiple sessions, lending a hand and sharing techniques with you that will allow you to take control of your environment. Many times when we leave a client's house or office it is still a work in progress; we hope that we have given you the guidance you need to keep going. Remember, you can always call us to assist you with the suggestions we have made in our On-Site Report and for general maintenance along the way.

APPOINTMENTS

Our schedule offers appointments weeknight evenings (6-9pm) or weekends. Our sessions are generally three hours each, with some projects requiring a series of visits. Once a session with us is scheduled, please try to keep it. If you need to change an appointment we do appreciate as much notice as possible for us to gladly reschedule. If you need to cancel completely, you will be charged a \$50 fee with less than 48 hours notice.

We don't expect you to 'prepare' for our first meeting. We want to see your space 'as is' so we get the full perspective of the challenges you face.

You should also feel free to call or email us between appointments. We are happy to help you with any questions you may have between sessions. We hope we can help you with many aspects of your life. Once you are a DO! client, you will always remain a DO! client.

FEES

If multiple sessions are booked at once, a reduced rate will be offered and payments may be grouped together. Payment is due at the end of each session by cash or check. Our rates include short between-session calls and emails and the On-Site Report prepared specifically for you after each session.

There may also be travel expenses for trips over 20 miles from downtown Richmond and shopping trips over 30 miles total. Travel rate to be charged \$15 for every ½ hour of travel or a flat fee per mile for shopping. In addition, we will invoice our expenses for photographic, reproduction and other miscellaneous expenses at cost plus 10% if you require any of these services.

Please let us know if we can help you with your organizational needs. And thanks for contacting us!

Remember, we love to organize - you probably don't.