



ORGANIZED BY DESIGN

Melissa N. Lee –Professional Organizer

FREQUENTLY ASKED QUESTIONS

1. What is a professional organizer?

The National Association of Professional Organizers (www.napo.net) defines a Professional Organizer as someone who enhances the lives of clients by designing systems and processes using organizing principles. By hiring **Organized by Design**, you will gain access to a qualified professional organizer who will provide custom organizing solutions that meet your needs.

2. How can a professional organizer benefit me?

A professional organizer can provide ideas, resources, structure, solutions and systems which can **1)increase productivity 2)reduce stress 3)create new-found freedom and a greater sense of control 4)reduce clutter and most importantly 5) provide you more time to enjoy the things you love.**

3. How do I make an appointment to receive my free 30 minute initial consultation or to schedule a professional organizer to help me?

Contact Melissa Lee, Professional Organizer by phone (248)-763-1909 or by email melissa@organizedbydesignliving.com. I will contact you within 24hrs to schedule an appointment.

4. I am a very private person. Will my sessions remain confidential?

As a professional organizer, I am very aware of the high level of trust placed in us by our clients therefore we will never do or say anything to breach that level of trust. Integrity, honesty and confidentiality are our founding principles. All client information, whether personal or business, is kept confidential.

5. How much is it going to cost?

Due to the uniqueness of each organizing project, it is difficult to provide an exact cost without observing the space and discussing your individual needs. I will conduct an initial **FREE 30 Minute** consultation which will determine the best strategy and an estimated cost for your organizing project. Any supplies that are determined for the project can either be purchased by the client or the organizer (additional travel and shopping fees will apply).

6. What geographic area does Organized by Design service?

I service the greater Detroit metropolitan area. A travel fee applies for each visit to locations that exceed 30 miles from Ypsilanti. Currently, I am available to work evenings Monday through Friday and 8am-5pm on weekends.

7. Will a professional organizer make me throw out all my stuff?

A professional organizer is a consultant who will ask questions, make observations, determine your concerns, discuss your current system (what has worked and what hasn't) and to help you decide what is or is not important to you. From this consultation we develop a detailed ACTION plan outlining our organizing solutions and steps we will take to remedy the organizing challenge. Ultimately, you and only you are the final decision-maker.

8. Does the professional organizer do the work or does she tell me how to do it?

This is a personal decision based on your needs and budget. While some clients prefer working alongside their organizer, others just need motivation and an action plan to get them going.

9. How long will it take to get me organized?

There is no set answer to how long getting organized will take as each organizing project is unique. The length of a project will depend primarily on the size of your home or office, the amount of clutter, client availability, expected deadlines, and the client's budget. **Organized By Design** prides itself on **EFFICIENCY** and **KNOWLEDGE** of organizing solutions and we will restore your space in a **TIMELY** manner and **COACH** you how to keep it that way.

10. I'm really interested in your Home Inventory Service; however I'm not sure why I would need it?

Organized By Design's Home Inventory service provides a comprehensive, detailed and confidential inventory in the format most widely preferred by insurance companies, adjusters and financial planners. A Home Inventory can be used to **1)** Insure you have the right type and adequate amount of homeowner's insurance for your precious valuables. This information is critical in the event you need to file a claim with your insurance company due to fire, burglary or other unforeseen circumstance. The more documentation you have, the easier it will be for the insurance company to issue payment to replace your belongings **2)** catalog valuable items to be included in your estate and will documents **3)** provide you security knowing that your precious belongings are documented in o organized fashion

Our home inventory service begins with an initial phone consultation. Based on what you want inventoried, we'll provide an estimate that includes all of the items listed above. If you decide to move forward, we'll set up an appointment.

The home inventory itself can usually be completed in 3-4 hours. During this time, we'll take detailed photographs of furniture, artwork, jewelry and other valuables and create a written inventory of your possessions.

An attractive portfolio is created and presented to you within 7 business days. All your information is maintained in an easy-to-use format and you will be able to readily retrieve and easily store it for safekeeping – preferably in a safe deposit box.

(248) 763-1909

melissa@organizedbydesignliving.com

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