

FAQ's for organizing

What is a Professional Organizer?

A Professional Organizer is someone who provides information, products, and support to individuals, families and businesses, assisting them in creating a simpler, more efficient and intuitive work or living space .

Can I afford a Professional Organizer?

Absolutely! Your mental health will thank you! Think about the time and energy you're wasting every day, either looking for things, missing or being late to meetings, paying late fees, or letting disorganization otherwise have it's way with you...not to mention buying duplicate items because it seems easier than trying to find the original item you're looking for. No matter how you look at it, you're losing money!

Someone who earns \$75,000 annually and spends 15 minutes a day searching for misplaced items, throws away \$9,000 each and every year. Even more important are your peace of mind and quality of life; making an investment in those is one of the healthiest decisions you can make.

What kind of fees can I expect?

We have prepaid blocks of time available to choose. Any custom plan may be created to best accommodate your specific needs or goals and to be determined based on the scope of the job. Depending on clutter, filth, animals or potential harmful air quality due to dust, dander, mold etc, we can offer a good faith estimate for time to fee to be determined upon initial visit. However, there is no guarantee on finish time.

Prepaid Blocks of time

Due to the scope of some projects a precise start and end time is unknown. We try to work within your budget both time and financial. Some budgets will only allow us to start the project allowing the customer to see an actual finish on their own. Prepaid blocks of time are expected before the project starts.No refunds are given for time worked.

How long will it take?

It didn't get like this overnight so please do not expect overnight results. There's no "one size fits all" answer to this one. This depends greatly on the client and the conditions. While we're working together, I offer information, advice, and encouragement, but it all comes down to how quickly you make decisions, and what you're comfortable with. Some clients decide quickly what stays and goes, others take more time, slowly working their way up to feeling comfortable and good about throwing away or giving away things that are cluttering up their homes. Both processes are fine, and, most importantly, lead to reaching organizational goals. I do however sometimes firmly challenge those who feel guilt or have difficulty discarding or recycling certain objects, papers, food, or clothes.

What if I would like to do the work myself?

Consultations are available to give you a personalized written layout of exactly what to do to get your things in order on your own for a fixed fee.

How will I be able to find anything once you organize it?

We work with clients individually to make sure every paper and item is handled in an intuitive way that makes it possible to find or replace quickly.

I'm not available; I'm too busy with work. Can I still get organized?

Yes! You can. Some time will be required for us to go over things together, but it can be arranged conveniently and kept to a minimum. We work well alone or alongside customers.

Is organizing just about getting rid of all my stuff?

No, it's not. You may identify items you are willing to part with, but it is about discovering what's important to you and finding ways to make a new

system work. You may not dispose of anything, you may just need a system for order.

How long does it take to get organized?

Each project is dependent on the goals and needs of the individual as well as their budget and timeframe. Sometimes one day other times many weeks.

How do I keep organized after the visit?

We will provide you with helpful tips during the process and easy steps for you to follow in order to maintain the newly organized space. We will also provide maintenance plans for organization upkeep!

What if I need to cancel?

We require at least 48 hours notice for cancellations and rescheduling. This gives us time to adjust our schedules for other customers in need of home help.

What about safety?

We put safety first. At Any time where there could be a dangerous or unsafe situation we reserve the right to postpone or decline the job.

Client Confidentiality

Type A Home understands the importance of keeping a client's personal information private, and strictly follows NAPO's (The National Association of Professional Organizers) Written Code of Ethics. The organizing relationship is based on trust between the organizer and client, and you may rest assured that your personal information will remain confidential.

Before and After images

Type A Home likes to document our work and add to our portfolio for added confidence for our customers as well as documentation for your benefit. After it's all in better shape many times our customers forget how it was!

WE NEVER expose your identity and make sure to keep family pictures out of the images and never disclose the names of our clients.

Payment

Payment is always due prior to every visit in prepaid blocks of time. Checks, cash, credit card payments are accepted and prior to our visiting day. Payment through SQUARE APP for credit cards is an option with a 5% c.c. fee. Type A Home will work with each client on an individual basis.

Cancellation for rescheduling policy

Type A Home requires a 48 hour cancellation and reschedule notification. Please plan your organization needs. Prepaid blocks of time come in a variety of sizes so if you're unsure or nervous about starting, begin with the smallest amount you're comfortable with. Deciding to hire and start an organizing project may be a very scary thing to do. You may have second thoughts after you've booked and paid due to embarrassment or fears. I've seen it all! Small steps equal big deals in moving to a well home.

Referral Program

Type A Home has a referral program where we offer one hour of time for cleaning or organizing at no charge added at the end of prepaid block of time. After your initial assessment, simply refer two friends, family members, co-workers, whoever, to Type A Home and make sure they mention that you referred them. After two of them have had their initial assessments and first visit you get one free hour.

Donation policy

You don't have to bother with hauling all of your cast offs to a charity - Type A Home offers donation services! Some of the many charities Type A Home donates clients' unwanted items to are Tabitha's House, Goodwill, The Wise Penny, local churches, the SPCA, and Dress For Success Baltimore (promoting

the economic independence of disadvantaged women by providing professional attire, a network of support, and the career development tools to help women thrive in work and in life). Type A Home also works with consignment shops and Ukazoo Books