



# ORGANIZING

## *Onboarding Guide*

HELLO, MY NAME IS

# ANGIE *Vine*

NICE TO MEET YOU



NICE TO MEET YOU

My ultimate goal is to help you optimize the function and flow of your home. Sometimes, the importance of a curated space can be overlooked in blueprints and design plans, but that's where I come in. I can help you create a custom floor plan, establish effective organizational systems, design personalized storage solutions, and procure decor that reflects your unique style. Together, we can transform your home into an oasis that suits you. With our take-what-you-need approach, you'll never feel obligated to over-commit to services you don't need and can always add on more services as we work through your project.



# ONBOARDING STEPS

Submit an ORGANIZING QUESTIONNAIRE  
and text Angie @ 262.894.7446

I'll reply in 3 business days to set up a  
time to chat (PAYMENT FORM required)

Book a HOME CONSULT  
for larger projects

Book a DISCOVERY CALL  
for smaller projects

Choose total hours needed and purchase  
a PACKAGE or individual SESSIONS

Submit a SERVICE AGREEMENT  
and SCHEDULE your organizing sessions



# WHEN TO CHOOSE *Consultation VS Discovery Call*

<b>IN-HOME CONSULT</b> <i>if you</i>	<b>DISCOVERY CALL</b> <i>if you</i>
want an estimate or a timeline prior to starting	want to begin ASAP or feel overwhelmed
are looking for help in 3 or more spaces	are looking for help in 1-2 smaller spaces
want a discount on a package of 20+ hours	want to keep the budget under \$1,900
are planning to do storage design or a garage sale	are comfortable picking a package w/o an estimate
<b>\$150/HR</b> TYPICALLY 1-2 HOURS	<b>FREE</b> 15 MINUTE MAXIMUM

**BOOK A CONSULT**

**SCHEDULE A CALL**

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# Terminology

## **IN-HOME HOURS**

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In-home hours are purchased as Individual Sessions or Discounted Packages. These hours only apply to time inside your home. However you have the option for additional support in Off-Time Hours as explained below.



## **OFF-TIME HOURS**

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Although all projects are different in scope, please anticipate an additional 10-30% of the total in-home hours needed in off-time support. Because this varies greatly depending on your household needs, all off-time hours are billed separately from in-home hours in 10-hour increments.

## **OFF-TIME TASKS**

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Tasks are things that can be done in my office. Examples: Blueprinting Storage Designs, Creating a Product Suggestion List, or Placing Online Orders.

## **OFF-TIME ERRANDS**

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Errands are things that can only done away from my office. Examples: Donation Drop-off, Trash Disposal at City Dump, or In-Store Product Purchases or Returns.

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DISCOUNTED

# ORGANIZING

## *packages*

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**\$ 1,900**

### *20 HOUR PACKAGE*

4-5 in-home sessions

Off-Time Errands: \$95/hr

Off-Time Tasks: \$48/hr

**\$ 2,700**

### *30 HOUR PACKAGE*

5-8 in-home sessions

Off-Time Errands: \$90/hr

Off-Time Tasks: \$45/hr

**\$ 3,400**

### *40 HOUR PACKAGE*

7-10 in-home sessions

Off-Time Errands: \$85/hr

Off-Time Tasks: \$43/hr

**\$ 4,000**

### *50 HOUR PACKAGE*

9-12 in-home sessions

Off-Time Errands: \$80/hr

Off-Time Tasks: \$40/hr

**\$ 4,500**

### *60 HOUR PACKAGE*

10-15 in-home sessions

Off-Time Errands: \$75/hr

Off-Time Tasks: \$38/hr

INDIVIDUAL  
ORGANIZING  
*sessions*

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*IN-HOME SESSIONS*

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<i>4 Hour Session</i>	<i>\$ 420</i>
<i>5 Hour Session</i>	<i>\$ 525</i>
<i>6 Hour Session</i>	<i>\$ 625</i>

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*OFF-TIME HOURS*

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<i>Off-Time Errands (per hour)</i>	<i>\$ 105</i>
<i>Off-Time Tasks (per hour)</i>	<i>\$ 53</i>

A photograph of a closet. On the left, several items of clothing are hanging on a rack, including a patterned top, a white top, and a dark top. On the right, there are shelves filled with neatly folded stacks of light blue denim jeans. The background is a light-colored wall.

Please let me know if  
you have any  
questions!

*Angie*

262.894.7446

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