

## Moving/Relocation Services - Introducing the Stress-Free Move™

- o Seniors' Relocation & Coordination with Facilities
- o Downsizing
- o Donating or Appraising & Selling Items
- o Estate Services
- o Staging
- o Storage Coordination
- o Cleaning, Painting & Repair Services
- o Obtaining Movers & Moving Supplies
- o Packing & Unpacking
- o Coordination and Re-routing of Services
- o Move Day Supervision
- o Systems Set up - Organize the New Home & Create a Home Map of all Items

## Office (Home Office, Family Office/Homework Area or Off-Site Office)

- o Space Planning
- o Office Furniture Purchasing, Designing & Installation
- o Storage Solutions (Filing Cabinets, Archival Paper, Supplies, Equipment & Stationary)
- o Customized Paper Systems & Flow or Organization (Filing Systems, Action Systems, Archival or Reference Systems)
- o Mobile Phone Optimization (Research & Obtain the best suited plan for your needs)
- o Set up of Tax Receipt Systems & Tax Filing Organization
- o Electronic Organization on Computer
- o Recommendation & Coordination of Services, Including:
  - o Bookkeeping Services
  - o Shredding Service
  - o IT Services
  - o Human Resources Services
  - o Off Site Archival Services

## Home

- o Decluttering, Downsizing & Removal of Unwanted Items
- o Appraising & Selling Valuable Items
- o Customized Whole Home Organization Systems
- o Designing, Purchasing, Installation of Furniture, Millwork or Storage Systems for Entire Home, including Garage, Closets, Office, Bedrooms & Storage Spaces
- o Recommendation & Coordination & or Project Managing of Services, Including:
  - o Designers and Contractors
  - o Concierge Services
  - o House Sitters
  - o Set Up & Close Down of Recreational Property
  - o Cleaning Services
  - o Handyman Repair Services
  - o Painting and other Contractor Services
  - o Landscaping Services
  - o Electronic Installations for Audio Visual Equipment