

# A-Z Office Organizers

**Picture this**—a client you haven't heard from in a while calls you and says that they have a big job for you...and they need it done *fast*.

**The** first thing you need is the client file, so you look in the filing cabinet. You find a tightly-packed drawer full of folders, none of which belong to your client. Then you look through the files stacked on the desks of your employees, but it's not there, either. Finally, you check the stack of files on your **own** desk, and there it is at the bottom of the pile. All that time spent could have been spent doing billable work for your client!

**It** doesn't have to be this way. A-Z Office Organizers can help. We reorganize your paper files, your computer files, your office supplies, and more. We can help you determine your **real** storage needs instead of leaving you to struggle with a filing system your office has outgrown.







Remember—time is money, and the time you lose to disorganization is ***money*** you lose to it. Getting and staying organized helps both you and your clients.







**Stacy** Brown and **Mara** Linden met in college at Northern University as roommates. Neither of them was very organized. They both grappled with clutter, misplaced papers, and jumbled notes. Finally, they made a pact—they would work together to get organized and stay organized.

**They** consulted books, websites, and the advice of more organized friends and helped each other along in their resolution. Their dorm room went from the messiest in the hall to the tidiest and, as they got things under control, their grades went up!

**When** they got out of college and got their first jobs, their habits went with them and they gained reputations for being efficient workers who got the job done. They decided to strike out on their own and help others get their work back in order.





They took courses in professional organizing and learned the best ways to help people get their things sorted and keep them that way. For the past three years, their business has grown and helped many others. And they're ready to help ***you***.





# How We Can Help You

There are many different ways that we can get you and your business organized. We'll help you find the ones that best fit your needs.







**Filing Cabinets**—Sometimes the hardest part of any filing system is simply keeping things straight. That's where we come in. We help with the simple (but time-consuming!) tasks like putting files back into alphabetical order, and move on to analyzing your storage needs so that there's a place for everything.

**Archived File Storage**—When you don't need a file at the moment, but it's not ready to be gotten rid of completely, you need a place to put it so it won't clog up your filing cabinets. We find storage solutions, including off-site storage, and we help you keep track of where those files are when you do need them.



**Desks**—This is the place where you do most of your work, but with clutter distracting you, it's harder to do things efficiently. We'll help you get your desk clutter-free, while still keeping everything easily accessible to you.



Computer Filing Systems—The “desktop” on your computer can get just as cluttered as the desktop that the computer sits on. We help you get your computer files in order, so you’re not sifting through virtual folders to get to the right document.



File Purges—Seven years is the recommended time to keep inactive files available. But what happens beyond that? If you’ve been in business for a while, you may have more files than you actually need. We team up with a document shredding company to help you clean out the files that are no longer necessary and assure that they are securely disposed of.



Office Supplies—Disorganized office supplies can leave you with two problems. One is running out of things when you need them the most. The other is wasting money on supplies you already have but can’t find. We help you get the things you need to do your work within easy reach—paper, toner, file folders, paperclips, staples, and more. We’ll even help you put together a tracking system so you’ll never run out of the necessities again.







**Closets**—Closets are magnets for clutter, whether it's files, books, manuals, equipment or so many other things. We give everything a place, with room for more, so you won't be spending more time in there than you can afford.

**Check-ups**—Sometimes, old habits creep back in if you're not careful. We can review things as needed to make sure your organizational changes are on track.





# FAQ

## *How much do you charge for your services?*

We don't charge by the hour—we charge by the project. This way, we're motivated to do the best job as efficiently as possible. Because of this, we can't tell you what the project is going to cost until we've done an initial consultation.

## *How much does an initial consultation cost?*

An hour-long consultation is \$99. With it, we give your organizational needs a thorough examination and then send you a report with our recommendations. If you decide to take care of things on your own, great! We're happy to have helped. If you do decide to use our services, you can get anything from a partial to a total refund of your consultation fee, depending on the cost of the work.





## *How long will it take to organize my office?*

We really can't tell you until we've done an initial consultation. Every office has different organizing needs, and we want to find a solution that fits perfectly for you.



## *How often should I have check-ups on my storage system?*

We recommend a month after we've done our work, three months after that, then six months, and then, if things are going well, once a year to make sure things are still running smoothly.



## *Can you organize my house?*

At A-Z, we focus strictly on the needs of small businesses. However, we would be glad to refer you to a professional organizer who can help you with your home.





# Contact Us



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[email address]



[address]

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