

# GRACEFUL TRANSITIONS

## SERVICE SELECTION CHECKLIST

Available Services:	Description:	✓
1. Floor Planning	Our space planner will measure your furnishings and the new residence and create a detailed floor plan incorporating your desired furnishings.	
2. Downsizing	We will assist with sorting through your possessions to determine which best suit current needs and lifestyle, and which can be eliminated.	
3. Organizing	We will work with you to eliminate clutter, organize essentials and create a safer, more functional living environment.	
4. Arranging Storage	We will arrange to transfer possessions to a secure long-term, or short-term storage facility.	
5. Office & Paper Organizing	An office-organization expert will help organize files and documents, eliminate trash, maximize storage, and improve working space.	
6. Sale or Donation of Unwanted Items	We will arrange for auction, consignment, or online sale of your unwanted possessions, and schedule pick-up of donations by charitable organizations.	
7. Hauling	We will remove rubbish and transport unwanted items to consignment, charity, or storage.	
8. Shipping	We will arrange for shipment of items to local, or out-of-state relatives and friends.	
9. Selection of Moving Company	We will provide a list of moving companies, based on their excellent customer service and our experience working with them.	
10. Packing supervision	We will tag all furniture in accordance with the floor plan, for proper placement in the new location. A team leader, acting as a client liaison, will work with movers to ensure that the packing and loading process goes smoothly.	
11. Unpacking & Set-Up	On move-in day, our crew will direct placement of furniture, unpack, dispose of boxes and packing materials, hang clothes in closets, make beds, organize the kitchen and bathrooms, and connect lamps, TVs, phones and electronics. We will acquaint you with the new set-up and the location of medications and other essentials.	
12. Assembly/Installation	We will assemble furniture and install shelving and window treatments as needed.	
13. Picture Hanging	We will assist with placement and do all hanging of framed art, photographs, mirrors and accessories.	
14. Post Move-Out Services	We will dispose of remaining items and broom-clean the old residence.	