

# Our Services

## COMMERCIAL

Office organizing  
 Interior design and layout  
 Project management  
 Moving services  
 Network administration  
 Electronic and paper filing systems  
 Incorporating elements of Feng Shui  
 Methods and procedures (mail, deliveries, shopping)  
 Light bookkeeping, account management  
 Multilingual support &ndash; Se habla espaol  
 Online bill payment  
 Quicken or Quickbooks

Get installed and started or caught up!

Tax records, preparation for tax filing (IRS)  
 Data entry  
 Goal setting and scheduling

## COMPUTERS & ELECTRONICS

Hardware/software setup  
 Project management  
 Network administration  
 - Computer server/workstation design and setups  
 - Cabled or wireless connectivity  
 Email configuration  
 Software training (Microsoft Office, Adobe, Internet Browsers)  
 Spaghetti cable or wiring cleanup  
 Entertainment centers (cabled or wireless):  
 - Home theater configurations  
 - DVD, VCR, TiVo connection and programming  
 - Camcorders, Digicams, Playstations  
 Electronic disposal/recycling

## RESIDENTIAL

Where  
 Living room, dining room, kitchen, bedrooms, bathrooms  
 Family room, recreation room, home office  
 Closets, garage, storage areas  
 Small warehouses, attics, basements

## What

Household consultation of organizational or handyman tasks  
 Sorting goods -- usable from unusable, clearing and cleaning  
 Reorganize for future maintenance, prevention control and space management  
 Project management  
 Kitchen &ndash; organizing cooking environment and storage  
 Interior design/visual display  
 Preparing and itemizing goods for donation  
 Trash and hauling disposal  
 Furniture assembly, moving  
 Handyman tasks  
 Multilingual support &ndash; Se habla espaol  
 Plumbing, drywall repair, appliance troubleshooting, pest proofing, cleaning  
 Hazardous materials (paints, oils, cleaning fluids) disposal/recycling  
 Referrals to other professional services.

**MOVING, GARAGE SALE, HAULING/CLEANUP**

Estate/Garage sale planning, marketing, execution & disposal

Light to Medium moving services

Hauling of various items for disposal or donation

Disorganized living? Clear the clutter; master the mess; get organized today!

Call Déclan at (866) 557-6424 for a consultation.