

SERVICES: Absoulute Organizing Solutions (AOS) services allow our clients to increase productivity; better manage projects; improve management of staff, operations and systems; and operate with more proficiency, internally and to their clients. AOS forge collaborative relationships with stakeholders within our client organizations so that we can facilitate the smooth coordination and communication necessary to be better organized. We customize solutions to improve your business operations and your personal lifestyle to bring calm back to your SOUL and workplace. AOS provide confidential, non-judgmental organizing services to corporations, Federal, State and local government agencies, non-profit agencies and individuals:



- ✓ **Professional Organizing Solutions:** AOS offers its organizational and residential clients hands-on organizing solutions that control clutter, help them better manage workflow and paper, creative storage solutions, and clothing closets rearrangement, basement and kitchen realignment, filing systems, offices and enhanced room or area functionality.
- ✓ **Records Management Solutions:** AOS protocol in records management involves making recommendations or executing the following: assessing filing systems or records and planning the information needs; enforcement of records management policies and practices; records storage plans for short and long-term archival of physical records and digital information; evaluating off-site storage; applying full lifecycle management practices; developing decision matrixes; balancing the requirements of confidentiality, data privacy, and public access; and record retention policy on the disposal of records.
- ✓ **Moving/Relocation and Logistic Solutions:** Whether your office is moving from one end of the city to the other or relocating to another city several states away, Absoulute Organizing Solutions can help relieve the stress associated with packing, purging, the confusion of continuing to work as you prepare to move or the general disruption and uncertainty that usually occurs when employees are asked to change where they work. In either case, AOS can help you prepare well in advance so that you can logically execute the move or relocation based upon the strategic preplanning and clear coordination with the movers.
- ✓ **Productivity Training:** We teach the "GO" System, which stands for Getting Organized! The GO System is a proven, step-by-step process to help people get organized and stay organized. The GO System helps people find things when they need them and, more importantly, help them stay focused on high priorities and enjoy the benefits of an organized work environment. The GO System is easy to understand, easy to implement and easy to maintain. Within a few hours, it can significantly reduce the stress and anxiety that comes from being overworked, overwhelmed and overloaded.

BENEFITS: Most notably AOS offers better information systems, time savings and enhanced individual and organizational productivity. With better information systems our clients realize increased employee efficiency and productivity; fewer delays and/or failures due to not being able to locate critical information; more agility in responding to ongoing and unanticipated demands; and better project management. Additional noteworthy benefits of using AOS services are the measurable improvements in employee productivity because they spend less time looking for misplaced documents and files, increased organizational effectiveness and higher net revenues accrued because of these applied solutions.

CERTIFICATIONS: Absoulute Organizing Solutions was founded in 2000 and has acquired the following professional certifications.





PROFESSIONAL ORGANIZING SERVICES – BUSINESS & RESIDENTIAL

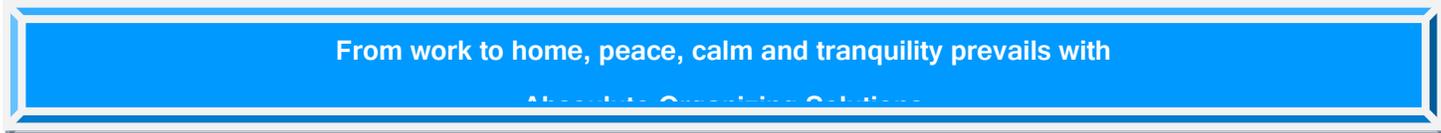
BUSINESS SOLUTIONS: With Absolute Organizing Solutions (AOS) it doesn't matter if your office is in need of hands-on organizing we analyze and propose solutions that allow you to better control clutter, paper and workflow, furniture and filing systems, we're here to help you. We not only use state of the art systems to improve filing systems; but we can also organize any room or area in order to allow you and/or your staff to function more productively. As if these services were not enough, we do it all without disrupting your regular business flow. There's no need to shut down business operations or furlough staff while we work.

Upon award of contracts, we first meet with our clients to make sure that we are in accord. As necessary, we begin the coordination needed to execute the plan. Often times this requires communication with other vendors who are pivotal to the overall project as well as employees within the client organization. Throughout the life cycle of the project we maintain accountability reporting with the client leadership and compassionate interaction with the staff to ensure that their work flow is not affected beyond

that which is required for us to do our job. We negotiate on behalf of employees with management about desired changes to the revised organizing system.

Our process is detailed and thorough enough to ensure that we are able to review the current filing, storage and retrieval system(s), and then make recommendations to improve, organize, and maintain these systems. AOS will have setup and implemented measurably proven systems that allow the following:

- ✓ A system for file sorting, purging and archival that eliminates duplicates, identifies missing data, and provides examples of desired data.
- ✓ A workflow plan for maintaining and rapid retrieval, and purging current, historical and future information.
- ✓ A detailed paper/electronic filing, data retrieval, indexes, labeling and naming systems for files.
- ✓ A category identification system for each area.
- ✓ A tracking/record retention schedule.
- ✓ Ongoing support/oversight for systems throughout the year
- ✓ Documented processes/systems provided to the client.



RESIDENTIAL SOLUTIONS: Similarly, if you need organizing assistance with your personal residence, we propose and execute organizing and storage solutions including better use of storage areas, basements or kitchen spaces. The philosophical thrust of all of AOS services is to simplify your life by better organizing things around your residential home spaces. We believe that if your personal space is well organized, less cluttered and made more effective, you will be happier, less stressed and more productive because there will be more tranquility in your living space.

Under this category we identify and execute systems to organize your personal effects. We are there to help you reposition, rearrange and eliminate outdated and useless items to improve the appearance and usability of your kitchens, office,

filing systems, closets, basements, bedroom and other spaces. The organizing systems we will put in place will help you keep from reverting back to the old cluttered and disorganized ways and staying organized and focused after we leave. After you experience the AOS professional organizing solutions, you will never want to go back to your old ways of working or living!



MOVING/RELOCATION AND LOGISTICS SERVICES

OFFICE RELOCATIONS: If your office is moving across town or relocating to another part of the country, we can work with and support your movers with organizing assistance so that, when you arrive at your new location, you can get back to your business quicker and without the chaos that is typically associated with relocation/moves. We make sure that your movers know which containers to move from your current location and where to put them in your new location.

Increasingly, government and commercial enterprises are moving or relocating their offices and employees across the city, to another state or to another country. The moves can be small and simple or large and complex. If not handled properly, these moves can be extremely costly in terms of loss productivity, work stoppage, employee stress, confusion, misplaced records and materials.

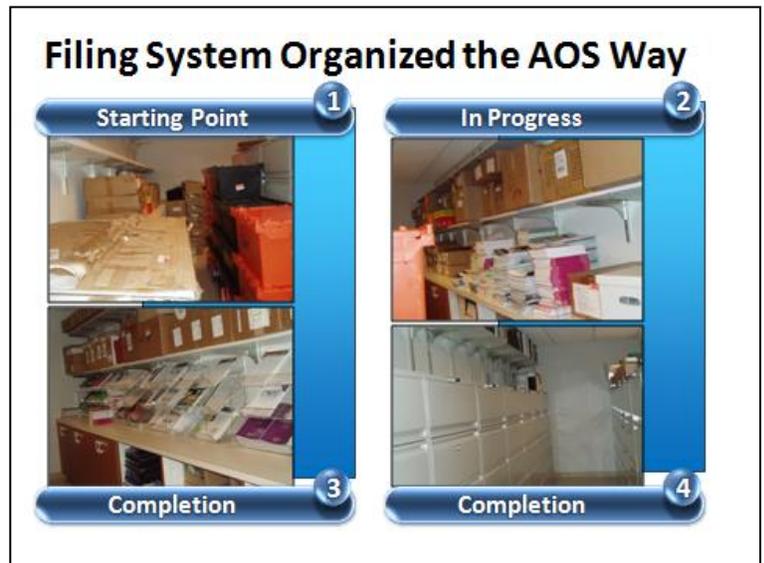
We assist with special handling of any sensitive IT, Communication and AV equipment according to client protocol and security requirements. Our advanced strategic planning and tactical execution of each move assures that there will be only minimum disruption to work processes and flow.

At AOS we execute moves where we do the packing of our clients or in 'contents' moves, where our clients pack their office/files/storage contents. In both cases, we use crates, color coded labels and check-out/check-in Inventory Sheets for use by employees, as well as for all support areas.

AOS move/relocation tasks include:

- ✓ Finalize move and logistic plan
- ✓ Facilitate meetings with move taskforce
- ✓ Coordinate with movers to determine timeline, scheduling elevators, dock locations
- ✓ Coordinate with IT, construction companies, architects, crate companies and construction management companies on move requirements
- ✓ Write request for proposals for move vendors
- ✓ Initiate and implement a purge program.
- ✓ Ensure that all of the furniture and appliances are properly packed and crated
- ✓ Identify and execute on/off-site storage issues and solutions.
- ✓ Implement a file plan strategy.
- ✓ Initiate work location layout and seating
- ✓ Pack at old location and unpack crates and boxes at new location.

- ✓ Develop relocation project log and schedule.
- ✓ Establish and refine document retention schedule.
- ✓ Determine the color coding system for each floor or section of the target location
- ✓ Stock supply and storage rooms and filing areas
- ✓ Assist in preparing the punch list to ensure that all tasks are completed satisfactorily
- ✓ Staff advocacy
- ✓ Provide hands-on purging of file or storage rooms and offices



RECORDS MANAGEMENT

When it comes to managing the records and paper files in your office, Absolute Organizing Solutions (AOS) provide technical assistance for records retention schedules, tax filing preparation and central filing systems strategies. We consider proper records management to include the entire lifecycle of the records in your office from the point that they're created until you decide to dispose of them. We use industry proven filing system strategies and techniques for effective document flow and inventory management systems. We follow any tear that define records management as a field of management is responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records. Ultimately, office records may be called into evidence in the event of legal obligations or in routine transactions of business. AOS records management services can be measured as a positive return on your organizing investment.

Because the format and media of records is generally irrelevant for the purposes of records management, AOS offers digital records management services to respond to the megatrend of digitizing paper records/files to streamline important information that needs to be saved and retrieved. The paper it's on does not need to take up space in your work environment. The AOS records management system responds to the unique life-cycle records retention aspects of various records so that we cut the clutter and make your workspace and environment more productive.

When you engage AOS for records management, we work closely with the designated individual(s) who are responsible for: 1) setting and enforcing records management policies, guidelines and standards; 2) supervising others; 3) developing and monitoring records management systems; and 4) integrating records management into business systems and processes. At this meeting we will discuss the project objectives, project plan, compliance requirements, deliverable process/procedures, and issue resolution process and channels of communication. After this initial project meeting, we proceed with the following implementation phases:



PRODUCTIVITY TRAINING

Absolute Organizing Solutions (AOS) productivity training clients are empowered to be self-sufficient; and as a result, they function more efficiently and effectively. Absolute Organizing Solutions offer productivity training to help employees set goals, better manage the scheduling and prioritization of activities; thus, allowing them to better respond to unanticipated requirements that require their attention. The Get Organized (GO) system guides participants in the use of specific techniques for better utilizing their time through better management of their projects at work. AOS delivery of this training equips your staff with the skills to function more effectively and productively. We provide your staff with the techniques to create and maintain a well organized work space and a more productive workforce positively affects your organizational financial bottom line.

Our training classes are held at your office so that employees understand how to make their own work environments function best is for them.

At AOS, we believe that being productive is a qualitative behavior that can be taught. When organizations function at peak capacity, it is usually the result of a highly productive workforce that is innovative and highly sensitive to production rates. They understand the connection between what they do and the company's bottom line. Highly productive workforces usually do not waste time because they understand that time is money. The squandered of other resources is equally as costly as wasting time. More productive employees equal a more productive organization.

Carefully structured productivity training involves instruction around how to best manage time and how to organize and document critical information for the effective management of projects. AOS Productivity Training uses adult learning theory to include lectures, presentations, group discussions and experiential exercises that drive home learning of these topics. The proven GO system includes six steps to getting and staying organized. We bring experienced, credential trainers directly to your worksite to deliver a hands-on, structured curriculum for productivity training that can last anywhere from a lunch-time brown bag to ½ day in length. AOS Productivity Training is a cost-effective

solution that will enhance the productivity of your staff and consequently the effectiveness of your organization. Our training professionals make the training materials interesting and easy to comprehend so that the techniques for getting and staying organized are easily accessible, repeatable and easily integrated into their normal ways of functioning.

At the conclusion of the training your staff will feel less overwhelmed and stressed out about the demands of getting the work out on schedule. Instead they will have the tools and techniques to find what the need to get the job done and to set priorities and schedules for handling all that is required of them while on the job. When your employees perform their jobs more productively, your entire organization becomes more dynamic and operates more productively. AOS can be the productivity training partners that make it happen for your organization!

