



2026

Client Welcome Pack ♡

Your Journey to a
Beautifully Organised
Home Starts Today —
Here's Everything You
Need to Know.

Live lighter, feel brighter

Welcome - and thank you for choosing us!



I'm Jem, a dedicated Professional Home Organiser in Sydney.

I help busy women ***live lighter, feel brighter***, and elevate their lifestyle through the transformative power of being organised.

My approach is practical, personalised, and supportive - I'm here to guide you every step of the way to bring you clarity, peace, and ease in your everyday life.

This guide outlines the services and what you can expect when working with us, so you can feel confident and prepared every step of the way.

Jemma

Professional Home Organiser
The Sutherland Shire, Sydney

Our Services

■ In-Home Organising

- Kitchen, Fridge & Pantry
- Wardrobes & Dressing Rooms
- Living Spaces & Kids Rooms
- Storage Areas (Excl. Garages)

■ Moving Services

- Decluttering Sessions
- Pre-Move & Post-Move Organisation
- Downsizing & Life Transition Support

■ Lifestyle Organising

- Household Management
- Housekeeping Services
- Party Planning & Assistance
- Virtual Support Video Calls

All services are customised to suit your home and goals.



Session Information



Duration

We offer a '**Full-Day Organising Blitz**' for approx 7 hours commencing at 9.30am.

Multiple sessions may be recommended depending on the scope of your project.

Session Includes:

- ✓ Expert organising of 1-3 Rooms
- ✓ Supply of storage containers & labels
- ✓ Light surface cleaning
- ✓ Rubbish removal (disposal fee applies)
- ✓ Removal of items for charity donation



Pricing

- We offer a fixed daily rate for labour, which may vary depending on the scope of work.
- Please allow additional budget for storage products, such as containers, baskets, drawer inserts, and labels, which are billed separately.
- Payment for labour is due in full at the end of each session via Bank Transfer or PayID.
- A Tax Invoice/Receipt will be provided.
- A small deposit may be required to cover the cost of products.
- You will receive a detailed cost estimate prior to any work commencing.



Storage Products



Storage products are essential
for an organised home!

- ✓ Every item has a 'home'
- ✓ Items will be **contained** in their **category**
- ✓ It's **cohesive** & **visually appealing**
- ✓ Your home will be **functional** ... *it's a system!*
- ✓ Easy to maintain

STORAGE PRODUCTS

We'll bring a variety of storage products to the session, and will use only what is required to create a functional and aesthetic space.



Session Schedule (example)



1

Arrival & Room Consultation

We begin with a walkthrough to clarify your goals, take a 'Before' photo, and set up our supplies.

2

Clearing & Preparing the Space

Items are gently removed from the area, sorted, and surfaces are refreshed.

3

Decluttering & Editing

Together, we thoughtfully decide which items to keep, donate, or recycle.

4

Curated Organising

Every item is assigned a purposeful place, combining style and functionality with premium storage solutions.

5

Progress Review

We pause to review the transformed space, confirm labels, and make any refinements.

6

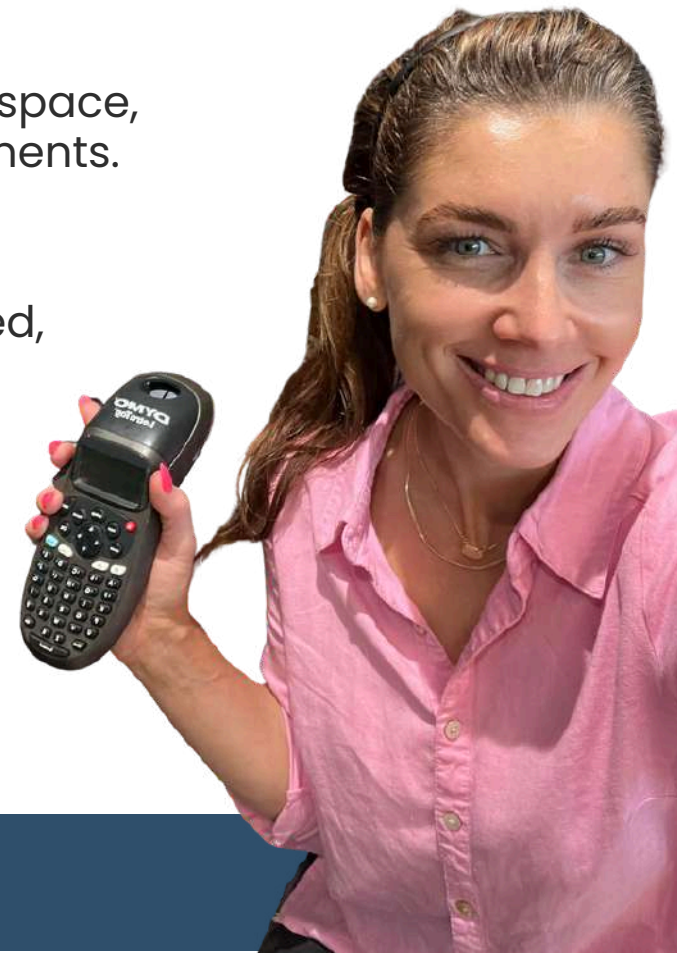
Finishing Touches

The space is polished, supplies packed, and a final walkthrough ensures everything meets your expectations.

7

Session Completion

Labour payment is collected, the next zone is planned, and a detailed invoice for any products is provided the following day.



Transformations

Before



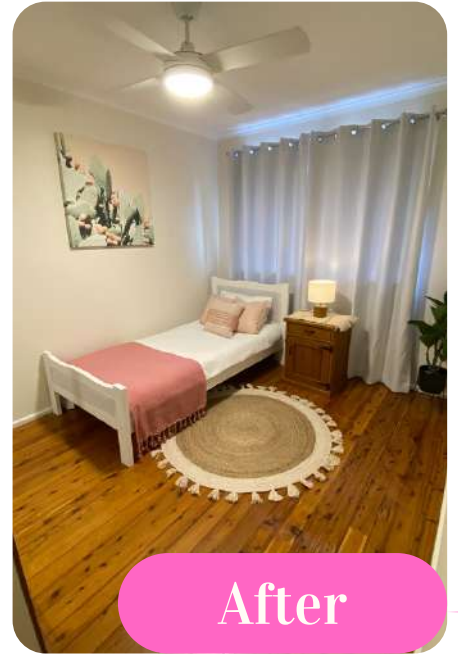
After



Before



After



Before



After



Before



After



Client Reviews



KYLIE

I am thoroughly impressed with Jemma's exceptional work. Thank you so much for expertly organising my pantry and cupboards. While I strive to maintain order, your meticulous attention to detail and elegant touches have truly transformed my spaces, giving them a refined and polished appearance.

MASCOT, SYDNEY



VICTORIA

Jemma excels at decluttering, organising and tidying. Over the years, I've moved in stages from a large space to a small one, and Jemma has turned my overwhelm into a gorgeous home each and every time. Jemma is amazing! I highly recommend her!

BALMAIN, SYDNEY



JULIE

WOW!! Jemma is an absolute pro! A truly life changing experience with Jemma as she strategically cleared my clutter, created new space and reorganised with simplicity. Jemma is extremely organised and works so efficiently, my home looked amazing! It was like magic, the best in the business!

DARLINGHURST, SYDNEY



FAQs



Q: What happens during an organising session?

A: We treat your home and belongings with the utmost respect and discretion. During the session, we thoughtfully declutter, categorise, and organise your space, setting it up in a way that suits your lifestyle, needs, and overall goals.

Q: How much does this service cost?

A: Costs are personalised based on your project's scope. Pricing includes professional organising labour, time spent sourcing storage solutions, cleaning supplies, and any applicable fees for travel or rubbish removal. All costs will be clearly outlined and agreed upon before we begin.

Q: What should I do to prepare for the session?

A: There's no need to do anything beforehand — we take care of everything. You don't need to purchase anything or prepare your space before we arrive.

Q: Do I need to be home during the session?


A: You don't need to be present for the entire session — just at the start and end. You're welcome to pop in and out as it suits you.



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organised home

Gift Vouchers now available! 



www.dotmyhome.com.au

 SYDNEY

Need to get ORGANISED?

OUR SERVICES

- ✓ House Decluttering
- ✓ Pantry Makeovers
- ✓ Wardrobe Organisation
- ✓ Kids Toys & Playrooms
- ✓ Ongoing House Tidying

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 dot_organising

Live lighter, feel brighter

Meet Jemma
Home Organiser



★★★★★
TRUSTED



Service Agreement

- 1. Services:** DOT provides professional home organising services, which may include consultation, decluttering, organising, light cleaning, rubbish and donation removal, selling items, small furniture assembly, and supply of storage products. Services are tailored to the Client's needs as agreed prior to commencement.
- 2. Consultations & Scope:** A consultation may be conducted to assess requirements, confirm scope, and schedule services. Additional services outside the agreed scope may incur extra fees.
- 3. Waste, Donations & Sales:** Clients must clearly identify items for disposal, donation, or sale. Removal limits apply. Once items leave the premises, removal is final. DOT is not responsible for loss, damage, or third-party outcomes related to donations or sales.
- 4. Products & Assembly:** Storage products may be recommended or supplied at an additional cost. Small furniture assembly may be provided where agreed. DOT is not responsible for manufacturer defects or pre-existing damage.
- 5. Scheduling & Cancellations:** A minimum of 48 hours' notice is required to reschedule, or fees may apply.
- 6. Privacy & Images:** Client information is kept confidential in accordance with applicable privacy laws. Photos or images require Client consent and may be withdrawn in writing.
- 7. Liability:** DOT takes reasonable care but is not liable for accidental damage unless caused by negligence. Public liability insurance is maintained.
- 8. Payments:** A non-refundable deposit may be required. Payment for services is due at the end of each session. Product invoices are payable immediately or within one business day. Late payments may incur fees and recovery costs.
- 9. Disputes:** Any disputes will be addressed in good faith and may proceed to mediation or arbitration if unresolved, under applicable law.
- 10. Indemnity:** Each party indemnifies the other against claims arising from their own acts or omissions. This clause survives termination.

By proceeding with services, the Client agrees to these terms.



Let's Begin...

We're honoured to be part of your organising journey and look forward to creating a home that truly supports you.

Femma x

www.dotmyhome.com.au

