

# REFERRAL FORM

To Keep or Not To Keep:  
Clutter Management Solutions

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REFERRING OFFICER	
<b>NAME</b>	
<b>EMAIL</b>	
<b>TELEPHONE</b>	
<b>DATE SUBMITTED</b>	

CLIENT DETAILS	
<b>NAME</b>	
<b>TELEPHONE</b>	
<b>ADDRESS</b>	
<b>NOTES</b>	

REFERRAL GUIDELINES AND INSTRUCTIONS
<p><b>REFERRING OFFICER TO:</b></p> <ul style="list-style-type: none"> <li>Schedule a date and time with client for the <i>Introduction</i> visit between the hours of 9am-2pm Monday- Friday</li> <li>Once date and time has been confirmed with tenant please advise KNK with the booking details via email or calendar invite</li> <li>Send to KNK the most recent client inspection photos to preview before scheduled Introduction visit</li> </ul> <p><b>KNK TO:</b></p> <ul style="list-style-type: none"> <li>Schedule following four sessions directly with client</li> <li>KNK to advise on time and date for Conclusion visit</li> <li>KNK to email Staff Member following <i>Conclusion</i> visit</li> </ul>

## TO KEEP OR NOT TO KEEP: RIGHTSIZED INTERVENTION PACKAGE

6 SESSIONS PER CLIENT (6 WEEKS FROM START TO FINISH)

1. Introductory Visit with Staff Member
2. The Rightsize Approach- The 6 P's of Rightsizing
3. Division of objects Framework- Keep Not Keep
4. Accountability and Routine Solutions- To Clean and When To Clean
5. Acquisition Strategies - To Buy and What to Buy
6. Completion Visit with Staff Member

