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This 1st page is Lori's top favorite supplies to organize

(The rest of the following 6 pages are up to you)

- Colored file folders box of 50-100 and/or combo Manila file folders (example: use green for banking)
- Colored Hanging file folders (Prefer quality of Staples brand over Pendaflex)
- File Boxes – Clear plastic for 'temporary' sorting paperwork of (can be also used for permanent storage).
- Garbage bags, 13-gallon kitchen + large garden size.
- Ikea Collapsible white fabric boxes to store clothing, socks, towels, everything
- Labeler (Brother-Costco).
- Letter Opener
- Plenty of assorted sizes of Sterlite clear plastic tote boxes
- Post its, Brightly Colored square & lined writing size
- Rags – Lots! Microfiber the best.
- Scotch tape, Shipping tape, Scissors, Stapler, Paper Clips and Binder Clips
- Sharpie Markers – fine point blue (pretty for labeling file folders)
- Spray cleaning supplies & supply microfiber rags
- Storage Bins to keep things in while organizing
- Writing paper 8 ½" by 11". Either legal yellow pads and/or 3-5 subject spiral notebooks.
- Zip lock bags in 1 gallon, quart, and mini size.

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Supplies Needed for Organizing

- Allow at least 3+ hours to order on your first round of projects
- Container Store (10% Discount) if you're a client of Lori's. Upon initial consult, 1st order decided. I also pass on Trade Discounts when you are a client, available at most major furniture/home stores (RH, WS, PB, CB2 etc.) More information upon request.

Supplies needed for:

All Rooms:

- Empty boxes for sorting - ideally plastic tote boxes. Different types <https://www.containerstore.com/s/our-clear-storage-boxes/d?productId=11004743&q=storage%20boxes>
- Grabber \$20 Bed, Bath & Beyond Ungar or another brand <https://www.bedbathandbeyond.com/store/product/unger-grabber-plus/1016573574?keyword=as-seen-on-tv-grabber>
- Labeler - Costco. <https://www.costco.com/brother-p-touch-2040c-label-maker.product.100504759.html> . Buy extra tape <https://www.costco.com/brother-p-touch-label-tape%2c-12%22w-x-26.2'l%2c-4-count.product.100504815.html>
- Large Workspace of at LEAST 1+ Clean table, Credenza and/or 6' portable/foldable to separate paperwork <https://www.costco.com/lifetime-6'-fold-in-half-table.product.100390878.html>
- Cleaners - Method Lavender, Method Pink Grapefruit Meyers Lemon  Verbena spray cleaners or your favorite
- Painters tape - bright colors in wide width preferably.
- Rags - Microfiber yellow/orange cleaning rags - Costco Warehouse \$19 (keep a lot on hand utilizing clean rags all the time). Don't skimp.
- Scissors  5-10 pair minimum (can divide throughout household)
- Shipping Tape with easy to use handle and scotch tape
- Stapler
- Step ladders in 2 sizes. 2 step and 3 step. Ideally with large solid steps and a painter's bucket platform above (easily holds boxes etc.). My favorite - Target, <https://www.target.com/p/cosco-3-step-all-steel-step-stool-with-tray/-/A-13130424> or Home Depot & Goodman's Lumber \$50.00. Frontgate light weight more \$\$\$ <https://www.frontgate.com/ProductSearch2?searchTerm=step%20ladder>
- Sterilite large tote boxes for storage and sorting - closets, garage, Best Deal Container Store <https://www.containerstore.com/s/sterilite-garage-totes/d?productId=10024302&q=sterilite%2025%20qt.%20garage%20tote%20clear> <https://www.containerstore.com/s?source=form&refinements=&q=Sterilite+25+qt.+Garage+Tote+Clear&submit=>

Supplies needed for all rooms...continued.

- 6' Portable Collapsible Table – Costco Warehouse only \$45-\$110 depending on sales, time of year etc. <https://www.costco.com/lifetime-6'-fold-in-half-table.product.100390878.html>
- Trash Bags - 2 sizes large black outdoor leaf bags & 13-gallon white kitchen garbage bags. These are for sorting. \$15 each size Costco cheapest largest quantity.
- Writing Paper - Legal pads for conversations and projects. Costco online \$10 = 8/10 Pads <https://www.costco.com/tops-perforated-legal-ruled-letter-pad-9-count.product.100410472.html> and Spiral Notebooks with multiple sections/dividers for project notetaking.
- Ziploc freezer bags of gallon and quart and mini.

Kitchen:

- Clear and clean floors and countertops before organizing
- Bag clips, \$10.95 for set of 20 - Amazon https://www.amazon.com/gp/product/B000NYMUJM/ref=ppx_yo_dt_b_asin_title_o05_s00?ie=UTF8&psc=1
- Fun bins/containers etc. for kitchen pantry - Numerous styles and shapes to fit your specific needs. <https://www.containerstore.com/s/storage/decorative-bins-baskets/whitewashed-rattan-storage-bins-with-handles/12d?productId=11010125>
- Kitchen 3 tiered shelves, great for food, vitamins, medication Love this \$9.99 <https://www.containerstore.com/s/expand-a-shelf/d?productId=10000696&q=spice%20organizer>
- Kitchen and bedroom clear Lucite containers <https://www.containerstore.com/s?source=form&refinements=&q=THE+HOME+EDIT+T.H.E.+Stackable+Drawer+Clear&submit=>

Bedroom:

- Bedroom Closet storage clothing drawers/containers, sweater, accessory etc. <https://www.containerstore.com/s/closet/storage-boxes-bins/clear-stackable-sweater-drawer-case-of-2/12d?productId=11008451>
- Hangers – Most reasonable, Costco \$26 for 100 Black Flocked Velvet <https://www.costco.com/flocked-hangers---two-50-packs.product.100471425.html>
- Additional hangers with hanging clips Container Store <https://www.containerstore.com/s/crystal-clear-skirt-and-pants-hangers-with-clips-pkg-5/d?productId=11008724&q=clip%20clothing%20hangers> and white plastic cheapies (Dollar Store) or Container store <https://www.containerstore.com/s/white-heavy-weight-tubular-hangers/d?productId=11011339&q=white%20plastic%20hangers> also recommended as mix and max options for different types of clothes. Expensive Coats & often Men prefer wooden hangers <https://www.containerstore.com/s/oversized-walnut-wooden-coat-and-suit-hanger/d?productId=11010019&q=clip%20clothing%20hangers> OR <https://www.containerstore.com/s/basic-walnut-wooden-hangers-pkg-6/d?productId=10034342&q=clip%20clothing%20hangers>
- IKEA white fabric drawer boxes to separate clothing and numerous other types of items. <https://www.ikea.com/us/en/p/skubb-box-set-of-6-white-00428568/> Set of 6 Preferable color = white also sold in black \$4.99 If socks/underwear/clothing drawers need organizing get numerous sets. Can always be used later. My all-time favorite find. Use these to divide up clothing, washcloths, nail polish, cotton numerous other fun things. Flexible squish more things into.
- Large portable hanging rack (wheels & collapsible) \$49 if on sale verses \$70 Container store <https://www.containerstore.com/s/chrome-metal-folding-commercial-clothes-rack/d?productId=10007853>
- Shoe racks and Plastic shoe containers - <https://www.containerstore.com/s/our-shoe-box-cases/d?productId=11009257&q=plastic%20shoe%20boxes> and <https://www.containerstore.com/s/small-drop-front-shoe-box/d?productId=10037226&q=plastic%20shoe%20boxes> Shoe Rack <https://www.containerstore.com/s/3-tier-espresso-folding-shoe-rack/d?productId=11004542&q=shoe%20rack>
- 6' table is also great for workspace to sort clothes and toiletries.

Linen or Clothes Closet

- Canvas Storage. 3 Sizes Love these for out/in season clothing, towels, washcloths, sheets and pillowcases, purses, whatever. Bins <https://www.containerstore.com/s/closet/storage-boxes-bins/open-canvas-storage-bins-with-labels/12d?productId=10010493>

Office and paperwork organizing Supplies 1st page (2 pages total):

(Currently no charge for shipping at Staples)

- Areas needed for working – Large tables, surfaces, or floor
- Desk or working area...if you do not have one, you can order an inexpensive desk on wheels that can multi-task for other purposes, like food prep, packing, groceries etc. Target had them 2 years ago but no longer carries. Found them at 2 other places online https://www.allmodern.com/--Transit-Desk-GZA1040-L32-K~A000271761.html?refid=GX433382473869-A000271761_1652458368&device=c&ptid=901657636774&targetid=pla-901657636774&network=g&ireid=85566716&mktcd=GXPLA&mktcm=442729756&mktst=100227341749&mktcr=433382473869&mkt=%7Bsk%3A%7D&PILD%5B%5D=1652458368&gclid=CjwKCAjw0_T4BRBIeiwAwoEiAWQsZ0GskxZslTwcGqVs0EbCtE5FRSwnlHAjvG8MdefXw3yiYztO2hoC-RQQAvD_BwE AND https://www.wayfair.com/Ebern-Designs--Yeomans-Desk-GZA1040-L32-K~W000235342.html?refid=GX444304079481-W000235342_1058657049&device=c&ptid=902660078521&network=g&targetid=pla-902660078521&channel=GooglePLA&ireid=119902411&fdid=1817&PILD%5B%5D=1058657049&gclid=CjwKCAjw0_T4BRBIeiwAwoEiAe30UR2o5YoPuD4dhCPnRptcJ5gkTAWFRN_g6lWLuEO1ZjyWRT9J2RoC7EwQAvD_BwE&experientype=2&selectedvertical=3
- File Folders - Manila and or colored assortment. Costco Manila \$16 for 100 <https://www.costco.com/smead-100%25-recycled-top-tab-file-folders-manila-13-cut-letter%2c-100-count.product.11139053.html> or Staples Multi Colored Pricing varies https://www.staples.com/Staples-Interior-File-Folders-Letter-Assorted-100-Box/product_378995?akamai-feo=off Manila https://www.staples.com/Staples-Interior-File-Folders-Letter-Manila-100-Box/product_117713 (It's fun to use green for bank and have some bright files for special projects etc.)
- Files – Hanging File Folders – Pendaflex Hanging file folders - (they come with plastic tabs). Assorted Multicolored. https://www.staples.com/Staples-Bright-Colored-Hanging-File-Folders-5-Tab-Letter-Assorted-Colors-25-Box-875411/product_875411?akamai-feo=off
- File boxes – clear plastic. Needed for sorting files while organizing (a must). \$15-\$20 Buy several. <https://www.containerstore.com/s/clear-stackable-file-tote-boxes/d?productId=10006265&q=file%20boxes>
- File Boxes – Clear Plastic Water/Weatherproof if storing in garage, storage etc. <https://www.containerstore.com/s/weathertight-file-box/d?productId=10027141&q=file%20boxes> \$20-\$30
- File Box – Acrylic for working files on top of your desk \$25 <https://www.containerstore.com/s/acrylic-desktop-file/d?productId=10027112&q=acrylic%20file%20box> Or <https://www.containerstore.com/s/clear-3-section-vertical-file/d?productId=10027111&q=hanging%20files>
- File Cabinet(s) Many sizes and styles Container Store, Office Depot, Staples and Costco has with hidden casters (wheels) Black <https://www.costco.com/hirsh-industries-mobile-2-drawer-pedestal-file-cabinet-with-casters.product.100309142.html>. White smaller <https://www.costco.com/hirsh-mobile-pedestal-2-drawer-file-cabinet-with-casters%2c-white.product.100600788.html> And many more options <https://www.containerstore.com/s/platinum-elfa-mesh-file-carts/d?productId=10017392&q=file%20cabinet%20on%20wheels>

Office Supplies Continued (2nd Page)

- File Caddy with wheels 400 Lbs. capacity \$35 - Staples or Office Depot.
https://www.staples.com/staples-adjustable-file-caddy-black-52140/product_2806764 Have these rolling wheels UNDER all my file cabinets and love them because of the flexibility!!! SPECS FROM STAPLES and Office Depot; 1. Suitable for 4-drawer vertical file cabinets. 2. Adjusts from 18 inches to 26.5 inches deep 3. Designed for letter or legal sized files 4. Color: Black 5. Overall Dimensions: 3.9" H x 11.3" W x 16.4" D. Amazon doesn't state up to 400lbs capacity so don't buy from there. (Don't Buy a cheaply made one.) NOTE: This will be placed UNDER your existing metal file cabinet(s) for easier access to wheel and work from.
- Letter opener \$1.99 Staples/Office Depot
- Media Box for CD's, Videos & DVD's <https://www.containerstore.com/s/iris-large-media-storage-box/d?productId=10028031&q=lucite%20organizers>
- Mini, small and/or assorted sizes of colored or black binder clips
https://www.staples.com/Staples-Binder-Clip-Mini-40-PK-Metallic/product_922717 OR https://www.staples.com/oic-colored-binder-clips-assortment-assorted-sizes-and-colors-30-pk-31026/product_589162 OR https://www.staples.com/Staples-Small-Colored-Metal-Binder-Clips-3-4-Size-with-3-8-Capacity/product_481437
- Office storage/file folder choices <https://www.containerstore.com/s/office/paper-file-storage/12>
- Or, If Nominal amount of paperwork purchase an Accordion file paper or plastic
- Paper Clips ~ small and large. I prefer color.
- Portable Cardboard File boxes – IE: 2020, 2019 for past years and transitioning to New Year if you have a lot taxes. \$4.00 Container store has cardboard black & white ones with current or past year plastered all over it for easy identifying. Container store, Office Depot, Staples \$12-\$20 depending on size/sale etc. Weatherproof tightly sealed boxes are an option = More \$ but great for garage or any area that could pose water overflow/leaks. \$20.00-\$30.00 <https://www.containerstore.com/s/weathertight-file-box/d?productId=10027141&q=plastic%20file%20boxes>
- Post-its, assorted color sizes, including lined for writing. Large ones if available for putting on walls. Costco/Office Supply stores.
- Prep work for kitchen cabinet cleaning
- Printer & ink
- sharpie blue fine markers & a couple of large black markers. \$10-\$20
https://www.amazon.com/Sharpie-30003-Permanent-Markers-Point/dp/B00006IFHF/ref=sr_1_3?dchild=1&keywords=blue+sharpie&qid=1595573345&sr=8-3

Garage:

- Metal Storage Shelving on Wheels \$189 occasionally less on sale.
<https://www.costco.com/trinity-ecostorage-5-tier-wire-shelving-rack-48%22-x-24%22-x-72%22-nsf%2c-includes-wheels%2c--chrome.product.100143963.html>
- Weatherproof large plastic bins to set on shelves – You'll need 8 at least depending on how many shelves you purchase. Individually sold for \$27. I use primarily the 74 qt. in garage but always have a variety of sizes to supplement smaller needs. <https://www.containerstore.com/s/clear-weathertight-totes/d?productId=10026213&q=74%20qt.%20weathertight~%20tote%20clear%2023-1/2%22%20x%2017-3/4%22%20x%2014-1/2> OR 4 for \$101 OR Case of 4 - 74 qt. Weathertight Totes Clear SKU#: 10065389 23-1/2" x 17-3/4" x 14-1/2" h
- Awesome Hanging, swinging bike racks made in Australia. Ask Lori

House General:

- Safe for valuables ~ Waterproof and fireproof (Do not buy small portable one that someone can just walk off with!) Please note, this is not my specialty, so recommendations are only what looked good. Costco Warehouse when in stock are usually good ones & I trust (got mine there 25 years ago). https://www.amazon.com/SentrySafe-SFW205GQC-Fireproof-Waterproof-Digital/dp/B00JQ753YQ/ref=sxin_7_ac_d_pm?ac_md=5-2-QmV0d2VlbiAkMzAwIGFuZCAkNTAw-ac_d_pm&crid=1351SQ5EK7LZ2&cv_ct_cx=home+safe+fireproof+waterproof&dchild=1&keywords=home+safe+fireproof+waterproof&pd_rd_i=B00JQ753YQ&pd_rd_r=ae3962d6-f06e-4134-875b-e029735b56e1&pd_rd_w=hpd4M&pd_rd_wg=Tmyu6&pf_rd_p=6fa2c4b2-cf77-4ff1-a22d-406e154f5c4b&pf_rd_r=H8PCYD089QBMEP3TG55R&psc=1&qid=1595659445&prefix=home+safe%2Caps%2C210&sr=1-3-22d05c05-1231-4126-b7c4-3e7a9c0027d0 or https://www.amazon.com/SentrySafe-EF4738E-Fireproof-Waterproof-Digital/dp/B005G48L1K/ref=sr_1_5?dchild=1&keywords=home+safe+fireproof+waterproof&qid=1595659758&s=hi&sr=1-5
- Over the door double hooks \$9.99 (great for clothes & towels)
<https://www.containerstore.com/s/design-ideas-silver-double-over-the-door-hook/d?productId=11008774&q=over%20the%20door%20hooks> OR \$1 at Dollar Store, if you can find them.
- Over the door multiple hooks \$16.99 <https://www.containerstore.com/s/silver-over-the-door-6-hook-rack/d?productId=11010020&q=over%20the%20door%20hooks> OR \$1 at Dollar Store if you can find them. Wonderful for shopping bags, jackets, clothing.