

# Organizer



Location **New Hampshire**  
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Clean up that home office or business office. Have everything filed neatly, labeled, and put away in its proper place. See the desk space you knew you had, just have not seen in a long time. Filing, organizing, straightening up.

No time to make calls, make appointments, reservations, find a hotel at a good price, schedule installations of services, shop for gifts, get the best deals, etc? If you have a list of things to do, and no time to complete that list, let me be your extra set of hands.

Contact me with what jobs you need done and by when, I will get to work immediately. Whether it's going to pick up some gifts you need to get, drop off dry cleaning, get a few groceries, label files, etc. I can help knock some items off your "to do" list, and open your schedule for more free time, or just some room to breathe.

Contact me today.

- Office/Personal Organization

Rockingham and Strafford County Service Area. Low Rates. Email.



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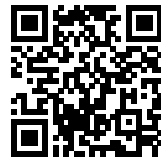
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