Vacant Home Staging Proposed Timeline

This is a proposed timeline for completing the Vacant Home Staging Package you purchased. In the interest of garnishing a faster sale, we prefer to finish the first 3 steps within a 1-2 week time frame.

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| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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| **Initial Consultation:**  | **Date:**  |
| * Fill out Order Sheet and go over process
* Complete initial walk through and proposal
* Sign agreement and receive deposit payment and credit card info to bill on staging day
* Take pictures, measurements and diagram
* Mentally furnish each room
* Make furniture rental list
* Make accessory rental list
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| **Furniture Planning:**  | **Date:** |
| * Decide on best suited furniture rental company
* Pick out pieces/negotiate with furniture dealer
* Fax furniture invoice to client for payment
* Arrange a furniture delivery date
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| Moving Days *(Reserve Two Days)*  | **Date:** |
| * Load truck with all the needed accessories
* Bring inventory sheet and diagrams
* Give movers room diagrams and direct where all should go
* Decorate room by room (do window coverings last and bedrooms first)
* Build “Emotional Connection Points” throughout the home
* Add vases for fresh flowers and give instructions to Home Seller/Realtor
* Go through the house with “Buyers Eyes” and fill out walk thru check list
* Take lots of final pictures
* Meet with client at close of work and invoice/receive payment for completed service and first month’s accessory rental fee
* Discuss additional invoicing for accessories as well as our “Keep in touch” policy
* Ask if your cards may be displayed for the “Open House”
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