

ORGANIZED *Memories*

Discover  A ORGANIZING BRAND

Photo Business Options - Comparison Checklist

Workflow	Beginner	Advanced	Premium
Professional Photo Organizing responsibilities for solo-practitioners.	✓	✓	✓
Subcontractor or Vendor Agreement Templates for Outsourcing Services	✓	✓	✓
Supplies Checklist (with costs and purchasing links)		✓	✓
Equipment Checklist for hardware and software (with costs and purchasing links)		✓	✓
Physical space requirement and best practices guide			✓
Workplace Safety Kit and forms			✓

Human Resources	Beginner	Advanced	Premium
Job Description for Professional Photo Organizer	✓	✓	✓
Job Description for Scanning Technician		✓	✓
Performance evaluations for Professional Photo Organizer and Scanning Technician		✓	✓
Job descriptions for Professional Photo Organizer, Scanning Technician, Album Designer, and Photo Restoration Specialist			✓
Performance evaluations for Professional Photo Organizer, Scanning Technician, Album Designer, and Photo Restoration Specialist			✓
Corrective Action and Performance Review templates			✓
Premium Employee Handbook			✓

Client Communication	Beginner	Advanced	Premium
Marketing materials	✓	✓	✓
Client agreements	✓	✓	✓
Scope of Services form	✓	✓	✓
Retrieval and Returning of Photos and Memorabilia (process and forms)	✓	✓	✓
Key website components			✓

Operations Manual	Beginner	Advanced	Premium
Beginner Operations Manual	✓		
Advanced Operations Manual		✓	
Premium Photo Operations Manual with appendix of linked forms and templates			✓

Education and Training	Beginner	Advanced	Premium
2 hours of consulting (30 minute minimums) with a Discover Organizing Professional Photo Organizer	✓		
3 hours of consulting (30 minute minimums) with a Discover Organizing Professional Photo Organizer or Scanning Technician		✓	
4 hours of consulting (30 minute minimums) with a Discover Organizing Professional Photo Organizer, Scanning Technician, Album Designer, or Photo Restoration Specialist			✓