

Errand Services

- Dry cleaning
- Prescription pick up
- Post office & mailing
- Grocery shopping
- Personal shopping
- Returns

Home

- Personal Bill Paying
- Home organization projects
- Gather and present estimates
- Meal Planning
- Manage projects
- Packing/ /unpacking
- Moving assistance
- Garage clean out & Organization
- Light hauling
- Arrangements for donations
- Liaison with home vendors
- House sitting: mail, plants
- Mail management
- Home Inventory
- Write thank you notes
- Send Christmas Cards

Office

- Background checks available (priced separately)
- Organize work space/files
- Arrange outside services
- Schedule events & appointments
- Facilitate work/life balance
- Incentive/recognition packages available
- Errands

Referrals to Vendors

- Caterers
- Pet sitters/walkers/trainers
- Home repair/handyman
- Interior design
- Fitness trainer
- Masseuse

Reminder Service

- Anniversaries
- Birthdays
- Appointments

Entertainment

- Restaurant reservations
- Movie tickets
- Theatre
- Sporting events
- Special events
- Tours
- Museums

Personal Shopping

- Grocery
- Shop and purchase gifts
- Gift wrapping
- Locate hard to find items
- Unique gift ideas
- Returns/exchanges
- Holiday shopping

Special Occasion & Holiday Planning and Coordination

- Research & organize party themes
- Gift/favors ideas
- Plan menus
- Locate caterers
- Invitation ideas & ordering
- RSVP list coordination
- Write thank you notes
- Deliver food & beverage

Medical Concierge Services

- Navigate the health care system
- Organize claims
- Verify all claims have been filed and paid
- Write appeals

Litigation Support

- Document organization
- Fact-finding & recording
- Document delivery
- Discovery & document production assistance

Notary Services

- At your office or home (Available 2010)

- Virtual Assistance help available
- Document organization
- Courier
- Research
- Gift Wrapping

Financial Services

- Personal bill paying services
- Reconcile / Balance Accounts
- Light bookkeeping
- Assistance with Excel/Quicken
- Referral to bookkeeper for businesses

Scheduling Appointments

- Doctors
- Spa
- Golf
- Home repair
- Estimates

Medical Concierge Services (Pre-Post Operative Assistance Services)

- Escort to the Doctor's office
- Pick up or drop off RX
- Arrange for meals
- Navigate the health care system
- Organize claims
- Verify all claims have been filed and paid
- Write appeals
- Coordinate Companion while you recover

Travel Arrangements

- Airline ticket arrangements
- Rental car arrangements
- Hotel & resort arrangements
- Destination information
- Travel reward point management

Domestic Relocation

- Welcome Package Assembly
- Assist with escorting to retirement communities
- Referral to Realtor
- Area orientation/research
- Home, school and doctor finding
- Pack/unpack settling in services
- Drivers license/car registration
- Bank research

Virtual Assistance

- **Custom Forms** made for your business
- Research & organize
- Editing / Writing
- Revamp Resumes
- Power Point
- Excel
- Set up locate caterers
- Ordering supplies
- RSVP list coordination
- Write thank you notes
- Deliver food & beverage
- Arrange luncheons

Auto Services

- Pick-up and delivery for repairs, service, new tires, battery installation or detailing
- Car Inspections

Problem Solving

- Let us help you discover solutions
- Assist with Insurance disputes
- Find hard to locate item/services
- Help dealing with a wrecked car
- Filing a lost title
- Selling or donating a car

Gift certificates

- Our services also make for the perfect gift.
- 10% of the invoice total is donated to Capital Hospice when purchased as a gift!

Business Concierge Services

- Virtual Assistance
- Errands Services
- Incentive / Recognition packages available
- Office Organization
- Personal Shopping / Returns
- Holiday shopping for employees
- Home Help
- Assists Executive assistance

- Maintain contact with family if needed
 - Obtain post-operative medical devices (walkers, garments, compressions)
 - Provide travel for follow up visits to the Dr.
 - Arrange for pet care
 - Grocery shop
 - Meal delivery or preparation
 - Arrange for private chef
 - Run errands
 - Arrange for housekeeping, lawn and pool maintenance
 - Escort you to or arrange for Hairstylist, manicurist appointments in your home
 - Coordinate "in home care" or private duty nurse.
 - Referrals
- Locate vendors