

LIST OF SERVICES

[travel]

Hotel, Air, Car, Chauffeur, Yacht Reservations

Travel Planning and Organization

- researching travel options
- resourcing destination information
- creating personalized itineraries
- preparing your travel checklist
- visa arrangements
- "Out of Town" services (house sitting, mail retrieval, plant watering, etc)
- "Return" services (unpacking, grocery shopping)

Unique Experience/Adventure Arrangements

Travel Reward Point Management

[entertainment]

Sporting, Theater, Special Event Tickets

Priority Dinner Reservations

VIP Access

Event Planning

- researching venues
- contacting/hiring Caterers, Florists, Suppliers, etc.

[home services]

Home/Office Management and Organization

- organizing /maintaining address book
- project management services for home renovations & construction
- key holding and house sitting
- coordinating deliveries, workers, or collections
- spring cleaning and house cleaning
- washing and ironing, dry cleaning collected and delivered
- general property maintenance - inside and out
- clearing and organizing your home
- unpacking service

Real Estate Assistance

- property searches
- home sales via FSBO and auction methods
- liaising with estate agents, attorneys, appraisers, home inspectors

Relocation Assistance

- coordinating your move
- arranging utilities, cable, phone connections
- mailing your personalized change of address cards
- assisting on-site during the move
- "New Area" services: information on shops, restaurants, gyms, areas of interest

[home services] continued

Grocery Shopping
Personal Chef Services
Errands - Pick up / Drop off
Waiting Service (Cable/Phone/Delivery)
Date Reminder Services
Pet Services

[retail - shopping]

Personal Shopping for gifts, cars, jewelry, clothing, accessories, etc.
Image Consulting
Holiday Shopping
Gift Wrapping
Resourcing hard-to-find items
Researching products, prices and availability
Arranging for delivery of cards, flowers and gifts

[well-being & on-going personal development]

Reservations and Appointments

- medical
- beauty
- spa
- massage

Access to our global alliance of professionals:

- Personal Trainers
- Publicists
- Life Coaches
- Stress management consultants
- Private and Domestic Services