

A+ PERSONAL ASSISTANCE

(219) 229-1634

BUSINESS & CONCIERGE SERVICES

- Client Gift Buying
- Computer Searches
- Correspondence
 - Proofreading, Editing
- Handle Billing Complaints
- Holiday Help
 - Client Christmas Card Mailing
- Information Inquiries
- Local Bid Runner
- Local Courier
 - Delivering Business Documents/Small Packages
- Make Appointments
- Mass Mailings
- Obtain Estimates
 - Contractors, Service Shops
- Obtain Tickets
 - Concert, Special Event
- Office Organizational Projects
- Reminders
 - Calls, Emails
- Reservations
 - Car, Dinner, Golf, Hotel, Limo, Travel
- Temporary Office Help
 - New Businesses, Fill in for Employees
- Typing Services
- Virtual Office Assistant

ERRAND SERVICES

- Drop Off/Pick Up
 - Dry Cleaning, Film, Library Books, Rx
- Mail Service
 - FedEx, Post Office, UPS
- Meal Delivery
- Office Supply Runner
- Shopping
 - Appliance, Clothes, Gift, Grocery
- Store Exchanges/Returns

PERSONAL ASSISTANT SERVICES

- Assist New Moms
- Family Vacation Planning
- Home Organizational Projects
- Household Staff Supervision
- Key Date Reminders
 - Anniversary, Appointments, Spouse's Birthday
- Maintain Vehicle Maintenance Schedule
- Make Household Arrangements
 - Housekeeping, House Repairs, Yard Service
- Manage Household Calendar

SPECIAL EVENTS

- Assist with Set Up/Serving/Clean Up
 - Business Meetings, Marketing Events, Parties, Weddings