## Personal Concierge Services/Personal Assistant

Give us your “to-do” list, errands, waiting for deliveries and trades people, organizing your home, acting as a personal shopper, party planning, doing research, making appointments, and vendor liaison. We take care of whatever needs to get done.

We will meet or exceed your expectations.

# Home Services

Property Maintenance

Home organization projects

Gather and present home improvement estimates

Manage repair and construction projects

Relocation packing/moving assistance/unpacking

Attic & garage clean out

Liaison with home vendors (plumbers, electrician, cable, etc.)

House sitting: check mail, water plants, peace of mind

Mail management

Landscaping/tree service/yard cleanup

Preparations for House Guests

## Office

Corporate event planning

Employee recognition program

Arrange outside services

Coordinate parties & plan special events

Incentive/recognition packages

Computer Rental & Repair

Professional Speakers

## Scheduling Appointments

Doctors

Spa

Golf

Home repair

Estimates

**Local Errand Services (Galveston/Gulf Coast Area)**

**\*24 Hour emergency services available**

Grocery Shopping

Dry cleaning

Prescription pick up\*

Post office & mailing

Grocery shopping

Personal shopping

Returns

**Referrals/Recommendations**

Pet sitters/walkers/trainers

Home repair/handyman

Interior design

Fitness trainer

Massage therapy

Nannies, child care

## Reminder Service

Anniversaries

Birthdays

Appointments

## Entertainment & Leisure

Restaurant reservations

Movie tickets

Theatre

Sporting events

Special events

Tee Time Scheduling

Tours

Museums

Tickets to sold out events

Private Wine Tasting & Lectures

## Personal Shopping

Shop and purchase gifts

Gift wrapping

Specialty Gift & Food Baskets

Locate hard to find items

Unique gift ideas

Returns/exchanges

Holiday shopping

Client Gifting Programs

## Domestic or International Relocation

Area orientation/research

Home, school and doctor finding

Pack/unpack settling in services

Drivers license/car registration

Bank research

## Medical Concierge Services

Navigate the health care system

Organize claims

Verify all claims have been filed and paid

Write appeals

## Gift certificates

Our services also make for the perfect gift!

## Business Concierge Services

Let us help you organize your office, handle errands, change facility locations, enage and supervise caterers, project management, plan your corporate socials,, executive assistant services, and provide employee perks and rewards.

We customize each benefit package for our clients.

Personal Services

Spa Reservations

Nanny & Babysitting Searches

Messenger & Courier Services

Interior design

Fitness trainer

Massage therapy

Physicians

Relocation assistance

Car Washing & Detailing

Eldercare (non medical)

Sports Lessons

Life Coaches

Stress Management Consultants

Pet sitters/walkers/trainers

Unique gift purchasing & wrapping

Thank you notes

## Party and Event Planning

Special Event Planning

Wedding Coordination

## Planning

Creative party themes

Specialized Chefs

Photographers

Floral Displays

Theme Parties

Gift/favors ideas

Plan menus

Catering management

Invitation ideas & ordering

RSVP list coordination

Write thank you notes

Deliver food & beverage

## Auto Services

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

Car Inspections

DMV registration

Detailing services for cars, boats, RV’s and motorcycles

## Travel Arrangements

Airline ticket arrangements

Rental car arrangements

Hotel & resort arrangements

Travel Security Assistance

Pet Sitters or Transportation

Destination information

Travel reward point management

Airport transfers

Creative Weekend Getaways

Villa, Home & Condo Rental

## Problem Solving

Insurance disputes

Hard to locate item/services

Internet research

Explore the LifeStyle Concierge website and learn how we can create a customized program for you, your family or business.

Lifestyle Concierge Services provides one-call problem solving, time saving, organizational and life management services. From the simple to the extraordinary, as long as the request is legal, ethical, and well-intentioned, LifeStyle Concierge Services will make it happen, either by performing the service directly, or quickly and efficiently sourcing the best resource for the job. Whether by the hour, the month or by event, let us help restore the balance to your life.