GENERAL ERRANDS & SHOPPING

- Grocery shopping
- Dry cleaning
- Prescriptions
- Post office, UPS, Fed Ex
- Personal shopping
- Returns & exchanges
- Holiday shopping
- Gift shopping
- Wrapping
- Shoe repair
- Watch repair
- Library
- Liquor store
- Bakery
- Snack delivery to school for events/parties, etc.
- Deliver local packages
- Notary Public service

HOME MANAGEMENT SERVICES

- Home organization projects
- De-cluttering cabinets & drawers
- Packing/unpacking
- Moving assistance
- Garage clean out & organization
- Arrangements for donations
- Liaison with home vendors
- Mail management
- Banking
- Bill paying
- Gather and present estimates
- Manage projects
- Online research
- Pick-up or drop-off prescriptions

ONLINE SALES MANAGEMENT

- Coordinate photography, posting to online websites, and management of sales

BUSINESS CONCIERGE SERVICES

- Organize work space/files
- Word processing
- Data entry
- Courier services
- Schedule meetings & appointments
- Assist with mailings
- Conferences & meetings
- Conference attendee registration
- Deliver office lunch/snacks
- Pick-up and deliver gift for co-worker / clients
- Shop for and deliver office supplies
- Attend to needs of out of town guests

SCHEDULING APPOINTMENTS

- Spa
- Golf
- Home repair
- Estimates

HOME WAITING SERVICE

- Wait for appliance or furniture deliveries
- Accept packages requiring a signature
- Wait for contractors: plumber, electrician, cable, etc.

DAY-OF EVENT COORDINATION

- Research venues
- Arrange catering/butler services
- Arrange photographer
- Flower/balloon delivery
- Prepare goody bags
- RSVP list coordination
- Write thank you notes
- Send holiday cards
- After event support: rental returns, merchandise returns

ABSENTEE HOME CARE

- Run / Check faucets and outdoor water spigots.
- Flush toilets
- Water plants
- Adjust blinds on a schedule
- Bring in mail and newspapers
- Adjust clocks for DST
- Resent appliances after power outages
- Check for damage after storms
- Check for vandalism
- Act as point of contact for emergencies
- Clear out food pantry and fridge of expired items

PET CARE SERVICES

- Dog walking up to 3 times per day
- Daily checks on cats to replenish food, water, and change litter box while you're on vacation
- Overnight pet and house sitting

BUSINESS CONCIERGE SERVICES

- Front desk attendance
- Organize work space/files
- Word processing
- Data entry
- Courier services
- Schedule meetings & appointments
- Assist with mailings
- Conferences & meetings
- Conference attendee registration
- Deliver office lunch/snacks
- Pick-up and deliver gift for co-worker / clients
- Shop for and deliver office supplies
- Attend to needs of out of town guests

Carolina@1440Concierge.com 816-522-3281 www.1440Concierge.com

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Make The Most of Your Time