



For Busy Professionals

Pick Up/Drop Off Services

Personal shopping
Document runs
Dry cleaning
Pick-Up office supplies
Grocery shopping
Holiday shopping
Post office
Video/Book pick up and return
Prescription drop off/pick up
Personal delivery
Film developing
Drop off donations
Retail returns
Lunch delivery
Shopping for parties
Drop off pets to vet/groomer
Home checks when you are out of town
(bring in mail, water plants etc.)
Take your car for oil changes, repairs, etc.

Personal Assistance Services

Party planning assistance
Mid day dog bathroom breaks/walks
Make phone calls
Online shopping
Appointment scheduling
Reservations
Reminder service
Gift wrapping
Mail and newspaper pick up
Waiting for service calls (cable man, deliveries)
Bill-pay
Computer set up
Correspondence (email, mail, telephone)
Editing
Home decoration
Internet research
Meal preparation
Organizing
Phone messages (organizing and prioritizing)
Packing and unpacking for travel
Photo organization
Time management
Travel planning
Special occasion reminders
Moving assistance (packing, unpacking)