



**Our bespoke services are designed for you; they are only as limited as your imagination.**

**If there is a service you do not see listed below, please ask. If it is legal and ethical, we will be delighted to rise to the challenge!**

### **Home Time**

We offer home management services from housekeeping and waiting in for tradesmen to reorganising your wardrobe.

- Recommending Reputable Tradesmen
- Housekeeping
- Grocery Shopping
- Waiting in for Servicemen
- Giving Access to tradesmen to carry out work
- Organising DIY solutions
- Project Managing Refurbishments or Extensions in the home
- Collating Estimates for household repairs
- Chimney Sweep
- Key holding
- Arranging your photographs
- Organising your address book
- Re-organisation of Wardrobe
- Sourcing Cleaners, Ironing, Gardeners...
- De-cluttering
- Spring Cleaning

### **Date Reminder Service**

Never forget a date again with our date reminder service for every occasion and event. We remember your important dates so you don't have to.

- Birthdays
- Wedding Anniversaries
- Father's Day
- Mother's Day
- Valentine's Day
- Special Dates personal to you or your friends and family
- Dentist Appointments
- Expiry of 0% Credit Card Rate
- Parties and other Social Events
- School Events
- MOT
- Car Service
- Boiler / Gas Service
- Gutter Clearing
- Fence Creosoting
- Insurance Renewal (Home/Car/Life/Pet)

### **Diary Management**

Look at us as your PA at home. We can organise your appointments and social calendar.

- Nights out with friends, family or work colleagues
- Doctors Appointments
- Dentist Appointments
- Days out with the children
- Vet Appointments
- Restaurant Bookings
- Hairdresser Appointments
- Beauty Treatments
- Osteopath Appointments
- Hotel Bookings
- Financial Advisor Appointments
- Personal Trainer Appointments

### **Running Errands**

Consider your 'To Do' list done. We have time for all the little jobs you don't.

- Receiving Deliveries/Installations at your home
- Collecting Parcels from the Post Office
- Paying Cheques into the Bank
- Delivery and Collection of Dry Cleaning
- Paying Bills
- Clothing Alterations
- Posting Parcels
- Collecting Prescriptions
- Shoe Repairs
- Key Cutting
- Film Processing
- Recycling
- Library - Pick up and Returns
- Foreign Currency

## **Research**

We will spend time surfing the internet so you don't have to. Whatever you want, we will locate it.

- Theatre tickets
- Restaurants
- Antiques
- Electrical goods
- Cars
- Flights
- Finance rates
- Elusive items
- Childminders and Nurseries
- Home Help
- Local Schools
- Gyms
- Domestic Services
- Gardening Landscaping and Maintenance
- Tradesmen
- Utility Suppliers
- Gift ideas
- Evening Classes
- Beauty Treatments
- Medical Conditions

## **Going Away**

From a last minute weekend break to a once-in-a-lifetime Honeymoon, we will use our time, contacts and expertise to research and plan a perfect break for you.

- Arranging your holiday itinerary
- Flight Booking
- Organising transport: rail, ferry, car hire...
- Booking accommodation
- Scheduling airport taxi or limousine services
- Sourcing Travel Insurance deals
- Researching Visa/Inoculation requirements
- Holiday shopping: guide books, language books, currency, bug spray, clothes
- Ordering/collecting foreign currency
- Visiting your home whilst you are away.
- Accepting important deliveries on your behalf
- Restocking key groceries for your return
- Organising laundry services for pre/post holiday
- Weekend breaks
- Adventure weekends
- Golf weekends
- Romantic getaways
- Day trips with the children

## **Celebrations**

Do you need a special event planned? Have you got a wedding, dinner or birthday party to organise? We offer everything from waitresses and table laying to finding the perfect location or booking the table.

- Dinner Parties
- Anniversary Celebrations
- Arranging Birthday Treats
- New Baby Celebrations
- Christenings
- Planning Parties or Events
- Organising Surprise Celebrations
- Researching and Hiring Venues
- Contacting Caterers
- Entertainers
- Reserving Restaurants
- Booking Theatre Tickets
- Hiring a Chef for a treat in your home
- Sourcing Tickets for shows, sporting events & concerts

## **Shopping**

From recommending a personal shopper who can guide you through the new season's trends and colours to last minute gift purchase - sit back and relax whilst we take care of all your shopping needs.

- Personal Shopper
- Tracking down Items of Clothing
- Sourcing Gift Ideas
- Gift Purchase
- Electrical Goods
- Greetings Cards
- Gift Wrapping
- Grocery Shopping
- Wine
- Soft Furnishings
- Christmas Shopping
- Taking Goods back to Stores

## **Making Your Calls**

How many times have you been placed on hold, struggled to get through to the right person or been told that you have to call back between 'office hours'? Whatever the situation, we will take the time and frustration out of your call making.

- Arranging appointments
- Chasing missing information
- Booking tickets
- Finding out information

## **Transport**

We can assist with everything from arranging an MOT to organising a Chauffeur driven Bentley.

- Test-drives
- Researching Best Buys
- Car Service
- MOT
- Repairs and Maintenance
- Road Tax Renewal
- Valeting
- Chauffeurs
- Coaches and Mini buses
- Researching and sourcing in-car entertainment and hands free kits

## **Emergency Help**

Have you ever got to work and realised that you have left a window open at home, the iron on, or you have forgotten something important like travel tickets for a business trip? Or, worse still, lost your house keys?

- Key Holding
- Collection of forgotten items
- Finding out of hours tradesmen

## **Pets**

Whether you are going away and prefer your pets to remain in the familiar surroundings of your own home, or you simply need to take your pet for an inoculation, we can help.

- Catteries / Dog Kennels
- Pet feeding
- Dog walking
- Vets
- Pet grooming

## **Personal Administration**

We will take care of mundane time-consuming chores to free up your time to spend enjoyably.

- Keeping personal admin & bills up to date
- Advice on tracking personal finances
- Drafting personal letters (i.e. complaints)
- Filing paperwork, designing and setting up home administration systems
- Dealing with junk mail and sales calls
- Recommendation of computer services
- Analysing spends on bank/visa statements
- Form Filling

### **Saving you money**

Whether you want us to remind you when your 0% credit card deal expires, or you would like to take advantage of the exclusive offers we bring to you from local and national companies, we can save you money.

- Researching best buys (e.g. electrical items)
- Finding best value Utility suppliers
- Bringing you discounts on retailers
- Notifying you when 0% rate is due to expire on credit card

### **Leisure**

From sourcing life coaches to booking a facial, we will make sure you spend your leisure time enjoyably, and not worrying about a list of outstanding chores.

- Theatre, Film, Music and Sport Event Tickets
- Booking Restaurants
- Hair & Beauty Appointments
- Alternative Therapies
- Spa Breaks
- Life Coaches
- Personal Trainers
- Gyms
- Arranging Clothes and other Shopping and Delivery
- Booking Flight/Rail/Ferry tickets
- Searching for suitable Hotels

### **Moving House / Relocation**

If the thought of moving house fills you with dread, imagine having someone to trawl the local estate agents, research the local amenities, and take the stress out of the process by taking care of the intricate details from skip hire and removal vans to transfer of utilities and mail redirection.

- Property search - short-listing
- Home Staging
- Liaising and negotiating with Estate or Rental Agents
- Organising removals
- On-the-day assistance
- New location familiarisation
- Change of Address notifications
- Assistance with de-cluttering
- Researching amenities in a new area
- Organising paperwork
- Finding solicitors, surveyors, obtaining quotes
- Sorting utilities at new home
- Arranging post redirection services
- Overseeing removal company
- Delivery of keys
- Organising cleaning of new home
- Organising your new home for living - decorators, design, deliveries...
- Arranging the house warming party!

## **Christmas**

Do you want everything to be perfect on Christmas Day but you have no time to prepare? Perhaps you are stuck for gift ideas. Or simply cannot face the thought of writing Christmas cards. Whatever causes you stress, hand it over and we will take care of it so you are free to enjoy the festivities.

- Preparation for Christmas Day
- Gift Ideas
- Gift Purchase
- Writing and mailing Christmas cards
- Gift Wrapping
- Christmas Tree delivery
- Decoration of Christmas Tree and home
- Arranging pre/post Christmas clean
- Organising Christmas Parties
- Arranging dinner parties and entertainment
- Buying food and drink
- Post Christmas - taking decorations down and packing

## **Bespoke Gift Lists**

If you have a special occasion coming up and you do not want to be tied to one store, we will co-ordinate your wish list by working with you to collate a list of goods from a number of stores. We then manage your list, acting as one central point of contact for the people buying you a gift.