



## concierge services

We want to help alleviate stress from our clients lives' and so strive to do so by helping them deal with those personal tasks that they either do not have the time to do themselves or the inclination to do. We understand how valuable and precious time is and as such want to offer our clients some of their quality time back by providing temporary concierge workers to them who are literally PA, butler, 'handy person' and travel agent all rolled into one.

Whether our clients need an extra pair of hands, or are literally needed in two places at the same time, our professional and reliable concierge service can help alleviate their stresses by providing a wide range of services to cater for their lifestyle needs. Our temporary workers can work wherever clients need them – from our SW1 offices, at a client's home, at a client's workplace or even out and about doing errands. We recognise there are many busy people living and working in Cambridgeshire who might benefit from our services - in their personal and business lives - and we also believe we can connect them with candidates who are a perfect concierge match for them.

Our concierge services cover:

### Family and personal services

- Pet sitting
- Dog walking
- Nannying / childminding
- Attend vet appointments
- General pet care (organising grooming, training etc)
- Accept and/or collect household deliveries
- Key holding
- Special event shopping
- Grocery shopping
- Banking (paying in etc)
- Booking appointments (e.g., beauty, personal trainer, golf course booking etc)
- Collections and/or deliveries
- Film processing
- Library pick up and/or returns
- Post and/or parcel collections
- Prescription pick up
- Flower ordering, collection and/or delivery
- Bill paying



## Home and property services

- Household management (maintenance, housekeeping, gardening, key holding)
- Quotations sourced (plumbers, electricians, carpenters, joiners, builders, decorators etc)
- Organising utility connection
- Research schools and other useful services when moving to a new area
- Landscape gardening
- Garden maintenance
- Interior designers
- Architects
- 'Handymen' for general maintenance
- Cleaners
- Plasterers
- Locksmith callout
- Co-ordinating house move
- House sitting
- Pest control
- Window cleaners
- Decorators
- Key cutting

## Entertainment and event services

- Restaurant reservations
- Theatre, concert and sporting tickets
- Sporting events
- Weekend breaks
- Hotels
- Spas
- Home catering
- DVD delivery and collection
- Outdoor activities
- Arrange memberships for clubs
- Night club guest lists
- Dinner parties
- Research and venue sourcing
- Co-ordinating event details
- Murder Mystery parties etc
- Exhibitions
- Hospitality and event ticketing
- Lighting and sound engineers sourced
- Complete event detail
- Childrens' parties, (Easter, Halloween, Birthdays, Themed)
- Party entertainers
- Party and/or event accessories e.g., props, balloons, etc (Caterers, venues, flowers, transport).



## Motoring and car services

- Repairs
- Car accessories
- Vehicle hire
- Organising private transport
- Chauffeur
- Car valet
- Car servicing and MOT
- Locksmith callout
- Breakdown sourcing
- Car tax purchase and/or collection
- Car insurance quotations

## Travel and accommodation services

- Flight bookings
- Golf weekends
- City information
- Home and/or pet sitting
- Airport transportation
- Cruises
- Car hire
- Things for you to do and visit whilst on holiday (planned itinerary)
- Chauffeur and Limousine services
- Taxis
- Hotel reservations
- Boat/Yacht private charters
- Tailor made holidays
- Arrangement of airport hotels and car parking
- Weekend breaks away
- Accommodation bookings
- International restaurant bookings
- Travel insurance
- Package holidays
- Fly/drive/train tours
- Chauffeur driven car service (including airport transfers)

