**ERRAND SERVICES**

No front desk concierge program is complete without referrals to help residents manage all the odds and ends that can deplete us of our most precious commodity, time.

Concierge Services, Inc. works with many companies and service providers standing by to assist you, ranging from errand runners and personal shoppers to handymen and specialty contractors. Below is a list of some of the more common services offered:

* Personal Shopping
* Errand Running
* Home Services-Home Management services ranging from day-to-day management of routine contractors such as cleaners, pet sitters, etc. to more involved projects such as renovation management
* Personal Admin Services-Scheduling appointments; reminder service; bill pay; assistance with hiring household staff; calendar management
* Home Check-Ins
* Waiting-Home deliveries; home repairs; cable service
* Holiday services-Shopping-returns and exchanges, for example; gift-wrapping; holiday meal-planning; ‘to-do’ lists
* Moving and Storage Services-Hiring moving companies; scheduling moves and managing the entire move process from changing/updating your address to unpacking and organizing your belongings; purchasing storage containers; packing storage items; arranging delivery of items for storage; coordinating items being returned from storage
* Business Support- Administrative work; Organization; Corporate event planning; Courier, errand service

Please email the Platinum Concierge to discuss your project so that we may match you to just the right company/service provider!