

Price List and Packages:

Hourly Packages:

40 hrs monthly: \$640

20 hrs monthly: \$360

10 hrs monthly: \$180

Hourly: \$20

Events and Parties per case basis

Small Business Assistance:

(Need help, but without the expense of payroll and benefits)

- Filing
- Data Entry
- Light Bookkeeping including A/R and A/P
- Inventory
- Re-Stocking
- Merchandising
- Mailings
- Deliveries
- Packet/Marketing Assembly
- Office Organization
- Relocation
- Telephone Answering Service
- Scheduling and Calendar Management

PERSONAL BUSINESS ASSISTANCE

- Bill Pay
- Tracking of expenses
- Reconciliation of bank statements
- Maintaining inventory in any/all safe deposit boxes
- Etc

Home Services:

- Welcome Home Service - \$20 + the cost of groceries (up to 10 items)
- Home Sitting - \$20 per visit (includes take in newspaper & mail, water plants, put trash out, lights on & off, give live in appearance) First responder on security calls
- Coordinate/Meet Contractors, Cleaning Services, Cable, etc: \$20 per hour
- Organization and inventory of home office, bedrooms, closets and personal collections
- Calendar Management- birthdays, other special occasions, appointment reminders, wake- up calls,
- Vacation Home after Storm Check

Correspondence:

- Invitation Addressing/Mailing
- Personalized Letter Writing
- Thank you notes and cards
- Mail Merge
- Data base creation of names
- All Holiday correspondence

Pet Services:

- Pet Goods Delivery - \$20 + the cost of goods
- Walking Package (10 walks) - \$180
- Pet Walking: \$20 (up to 3 pets)
 - 20 minute walk/play time per visit
 - freshen up water/food
 - 2nd visit per day is \$10
- Pet Taxi (vet, grooming, boarding) - \$20 + \$1.00 per mile
- Overnight Sitting- \$25 per night (up to 3 pets)
 - *Includes Home Sitting package
 - *Cleaning out litter box or accidents

*Fresh food and water

*walk/play time

Errands:

- Dry Cleaning and Laundry pickup/delivery
- Gift shopping, wrapping and delivery
- Emergency item delivery
- Pickup and Delivery of Prescriptions
- Library pickup and returns
- Post Office
- Car Wash
- Car Repair

Personal Shopping:

- Grocery Shopping (day to day items, specialty foods and liquor as well as delivery and unpacking)
- Holiday Season Shopping-including decorative wrapping & shipping
- Clothing Footwear and Accessories
- Household Goods
- Back to School
- Return and Exchanges

Appointment Scheduling and Reminders- including but not limited to:

- Booking of tee times
- Salon and Spa appointments
- Personal Appointments
- Doctors Appointments

Transportation Arrangement: (time and mileage)

- Shuttle to Doctors appointment

