

267-334-6927



www.taskcomplete.com

GENERAL ERRANDS & SHOPPING

- Grocery shopping
- Dry cleaning
- Prescriptions
- Post office, UPS, Fed Ex
- Personal shopping
- Returns & exchanges
- Holiday shopping
- Gift shopping
- Wrapping
- Shoe repair
- Watch repair
- Meal delivery
- Library
- Liquor store
- Bakery
- Snack delivery to school for events/parties, etc.
- Deliver local packages

HOME WAITING SERVICE

- Wait for appliance or furniture deliveries
- Accept packages requiring a signature
- Wait for contractors: plumber, electrician, cable, etc.

GIFT CERTIFICATES

- Our services also make for the perfect gift

HOME SERVICES

- Home organization projects
- De-cluttering cabinets & drawers
- Packing/unpacking
- Moving assistance
- Garage clean out & organization
- Arrangements for donations
- Liaison with home vendors
- House sitting: mail, plants, daily pet visits, restock refrigerator upon your vacation return
- Mail management
- Banking
- Bill paying
- Gather and present estimates
- Manage projects
- Online research

SPECIAL OCCASION & HOLIDAY PLANNING AND COORDINATION

- Research venues
- Arrange catering/butler services
- Arrange photographer
- Flower/balloon delivery
- Prepare "goody bags"
- Invitations
- RSVP list coordination
- Write thank you notes
- Send holiday cards
- After event support: rental returns, merchandise returns

BUSINESS CONCIERGE SERVICES

- Organize work space/files
- Word processing
- Data entry
- Courier services
- Schedule meetings & appointments
- Assist with mailings
- Incentive/recognition packages available for your staff
- Conferences & meetings
- Conference attendee registration
- Deliver office lunch/snacks
- Pick-up and deliver gift for co-worker
- Shop for and deliver office supplies
- Attend to needs of out of town guests

SENIOR CARE

- Check in on elderly
- Daily errands and needs
- Assist with bill pay
- Coordinate services

KEY DAY REMINDER SERVICE

- Anniversaries
- Birthdays
- Appointments

PERSONAL CARE SERVICES

- Escort to the doctor's office
- Pick-up or drop-off prescriptions
- Meal delivery
- Run errands
- Organize claims
- Coordinate companion while you recover
- Maintain contact with family if needed
- Obtain post-operative medical devices (walkers, garments, etc.)
- Grocery shop

AUTO SERVICES

- Motor vehicle inspections
- Pick-up and delivery for car wash, detailing, new tires, oil change, and other general repairs

SCHEDULING APPOINTMENTS

- Doctors
- Spa
- Golf
- Home repair
- Estimates

If you do not see a specific service, do NOT hesitate to ask... This list is just a guide.