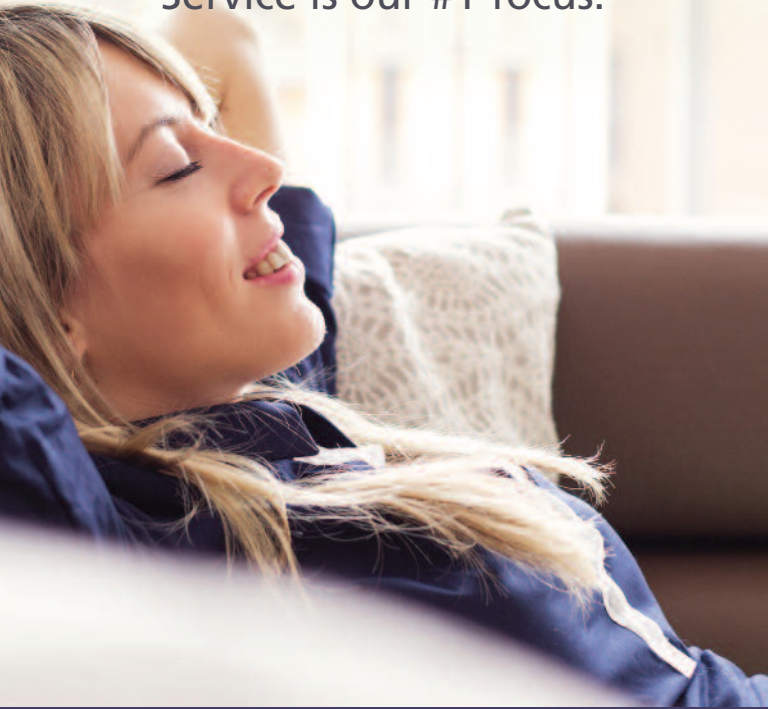


A “personal concierge” is someone who can help you take care of the details of life when there just isn’t enough time.

We are your partner in business and in life, supporting you when and how you need it. With a broad range of services and our expertise in customization, a close personal relationship is forged between the concierge and client.

Service is our #1 focus.



 **task complete.**SM

Personal Errand and Concierge Services



Kellyann Schaefer

CEO & Founder

Lifestyle Management Expert

Call Task Complete today!

(267) 334-6927

kelly@taskcomplete.com

www.taskcomplete.com

How to use your personal assistant...

Top 10 list of requests!

1. Vehicle Services:

Take your vehicle in for inspection, routine maintenance or problem solving appointments. We'll pick up and return your vehicle to you at work or home!

2. Errand Services:

Send us an entire list of "errands". Think: Dry cleaning, ship packages, buy thank you gifts, send thank you cards, take shoes or watch for repair, pick up things from the liquor store, bakery, florist, etc. We will complete your entire list before you know it and free up valuable time to concentrate on other things.

3. Grocery shopping:

Grocery shopping is one of our top requests from busy families. We help you create a master list by which we shop. We make the purchases and will even put it away for you. Imagine turning to your fridge and always having it full of healthy options.

4. Senior Services:

We support you and your loved ones by providing specialized companion visits. From trips to the store, to help staying in touch with friends and family, we are there to support you and provide peace of mind. Our team is focused on improving quality of life by providing meaningful conversation and lasting friendship.

5. Personal Shopping:

Don't like to shop? Never forget a birthday, holiday or mother's day gift again! Give us a budget and we'll keep those special days in our calendar. There is no need to worry about wrapping or shipping either. We take care of everything!

6. Absentee home checks:

From just a few days to several months, we provide the peace of mind you are looking for while traveling. Your home, garden, and pool are in good hands.

7. Getting organized:

From full garage overhauls to weekly paper management, we are there to support you. Do you need a spare set of hands to help or organizational skills to assist with implementing and setting up workable systems in your home or office? We are here to help!

8. Paper Management:

You may feel consumed by monthly bills and paperwork that you find confusing and difficult to monitor. We can successfully help those individuals learn the skills necessary to securely monitor and maintain their own bills and priority paperwork.

9. Pet sitting services

Whether you are going out of town for just a day trip or an entire week, we keep your extended family members well cared for. Not only do we look in on them, we gladly share text messages and photos at your request, so you know they are safe and in loving hands.

10. Concierge Services

Your "personal concierge" can handle all aspects of your life. From scheduling appointments and arranging services we take care of all the small stuff that can clog your day and rob you of valuable time.

**Our mission is to improve the lives of our clients
and their families one task at a time!**