

Busy Lives ?

Service Ideas

At Work

Secretarial services
Diary management
Courier & document management
Administration & letter writing
Letter writing & general correspondence
Event management

Travel

Visa applications
Passport renewals
Flight bookings
Destination research
Accommodation research & organisation
Itinerary planning

Home and Property

All manner of trades & support services
Relocation services
Property search
Property management
Property maintenance
House de-clutter
Administrative duties i.e. post,
bill paying, filing
Food shopping
Sourcing household items
Co-ordinating purchases and deliveries
Garden
Maintenance
Tree surgery & window boxes
Health and Beauty
Dentist
Doctor

Leisure

Restaurant bookings
Theatre & other event co-ordination
Catering
Event and wedding planning
Flowers
Gift sourcing, wrapping & sending
Jewellery design & purchase
Photographer
Facilities research i.e. gym
Sourcing/Booking Tickets
Holiday research, planning & organising

Motor

Parking permit applications
Tax disc & insurance policy administration
Storage & maintenance i.e. services,
valeting

Family

Children's parties
Gifts
Maternity & new baby arrangements
Pet care

Miscellaneous

Setting up/staging wedding proposals
Delivering luggage to airports
Creating photo albums
Queuing for book signings
Meeting & greeting clients or friends i.e.
airports
Attending auctions

and much more