



## Sample List of Services

- Organizational Services
- Dry cleaning/Laundry
- Wash car, oil change, maintenance
- Housecleaning services
- Pick up/drop off of children
- Animal care: take to vet, groomers, dog sit and walk
- Handyman services
- Bill pay & Administrative Tasks
- Quick-books/Quicken reconciliation
- Household Management (wait on service providers, etc.)
- Grocery shopping & Meal Delivery/Prep
- Gift buying & Wrapping
- House-sitting (extended period of time or for services)
- Bank deposits
- Travel planning (including but not limited to: flight, hotel, rental car reservations)
- Clean out attics and garages/sell unwanted items
- Thank you notes, Christmas cards, other mass mail outs
- Party & Event Planning
- Internet research
- Mass emails
- Update calendar, contacts, etc.
- Much more!