

List of Services

Our list of services is comprehensive and includes, but is not exclusive to, the following:-

Work

Secretarial services
Diary management
Courier & document management
Administration & letter writing
Letter writing & general correspondence
Provision of IT services & support
Office search & set up
Office supplies & equipment
Presentation and speech writing
Event management
Book keeping
Sales & marketing assistance

Travel

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

Family

Children's parties
Tuition
Gifts
Maternity & new baby arrangements
Nanny and home help recruitment
Pet care

Financial

Accountancy
Consultancy
Insurance policy implementation
Legal arrangements
Wealth Management co-ordination

Technology

Personal IT consultancy
Technical support
Audio/Visual system organisation

Home and Property

All manner of trades & support services
Relocation services
Property search
Property management
Property maintenance
Purchase & lettings co-ordination
Rental management & tenant liaisons
House de-clutter
Administrative duties i.e. post, bill paying, filing
Food shopping
Sourcing household items
Co-ordinating purchases and deliveries
Household staff recruitment i.e. cleaner, nanny

Garden

Design & construction
Maintenance
Tree surgery & window boxes

Health and Beauty

Dentist
Doctor
Image Consultant
Mobile Beautician
Personal Shopper
Relaxation breaks
Alternative therapists

Leisure

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

Motor

Parking permit applications
Tax disc & insurance policy administration
Sales & leasing
Chauffeur
Storage & maintenance i.e. services, valeting
Vehicle Branding

Miscellaneous

Loading iPods
Providing witnesses for wedding ceremonies
Setting up/staging wedding proposals
Delivering luggage to airports
Co-driving on long journeys
Creating photo albums
Queuing for book signings
Escorting children or foreigners to music festivals
Meeting & greeting clients or friends i.e. airports
Attending auctions
Helping to find a partner
Plucking pheasants after a shoot
Sourcing and collecting unusual pets

We have helped with all of the above.....