



TIME SAVING SERVICE MENU

PERSONAL ASSISTANT

Meal Delivery
Grocery Delivery
Prescription Pick-up
Post Office Run
Gift Shopping
Library Pick-up/Return
Dry Cleaning Delivery
Product Return/Exchanges
Onsite Oil Change
And Much More!

VIRTUAL ASSISTANT

Email Management
Presentation Development
Data Entry/Data Mining
Blogging
Social Media Management
Image Sourcing
Hiring Assistance
Proofreading and Editing
And Much More!

OTHER

Laundry Services
Senior Services (well-being checks, arranging transportation, pick-up medical devices)
Wait-For Service
Moving Assistance*
Home Organization*
Vacation/Travel Planning
Resume Writing*
House Cleaning*
And Much More!