

A simple life awaits you

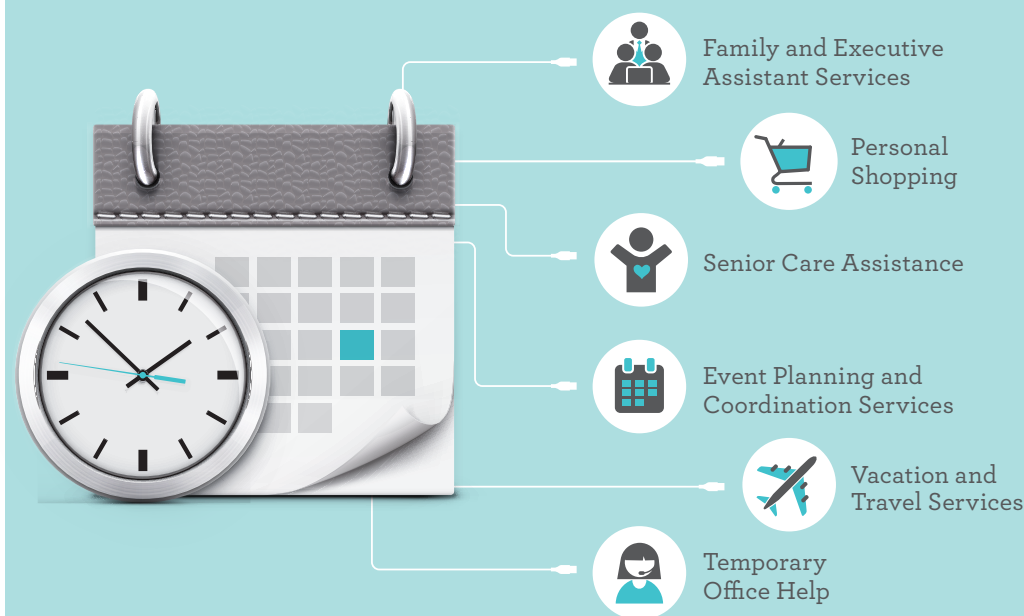
# WHY LIFE SIMPLIFIED?

“ As a single father and a business owner, I appreciate having more quality time with my kids and the ability to be more productive at work. ”

Life Simplified is a personal assistance and concierge services company. We can help you accomplish many of the daily tasks that you can't or don't want to do. Life Simplified will work closely with you to identify, anticipate and accommodate your needs and exceed your expectations. Whether you are a busy family, professional or a business looking to provide a benefit to your key employees, Life Simplified is the answer. Let us take over your to-do list-grocery shopping, oil changes, travel arrangements and home organization. These are just a few things we can do to help make your life easier.

Life Simplified will provide a complimentary consultation for every prospective client. During this meeting, we will identify what services meet your needs and create a plan to simplify your busy schedule.

## BASIC SERVICES



Most services are charged at an hourly rate of \$37, plus actual costs. Life Simplified recommends saving with a monthly membership package!

### Packages:

**LS1**  
(10 hours/mo)  
**\$350**

**LS2**  
(20 hours/mo)  
**\$680**

**LS3**  
(30 hours/mo)  
**\$990**

If there is a service that is not listed that could help make your life more simplified, please call us!

## A simple life awaits you



### Family and Executive Assistant Services

- Appointment scheduling
- Grocery shopping
- Travel arrangements & packing
- Dry cleaning drop off/pick up
- Coordinate home cleaning and repairs
- Activity planning for out-of-town guests
- Prescription pick ups
- Dining reservations and recommendations
- Babysitter recruiting/scheduling
- Car maintenance (oil change, gas up, wash, registration, detail, inspection, repair)
- Package prep and shipping
- Banking
- Meal delivery
- Waiting services: cable, telephone, utility installation or repair, furniture and appliance deliveries, home maintenance/repair workers
- Thrift shop drop offs
- Dog walking
- Home organization: closets, kitchen, children's room, storage space
- Office organization
- Computer organization (email lists, address lists, photos, software organization)
- Meal planning
- Movie and event tickets
- Golf tee times
- New mommy services
- Transport pets to and from the vet
- Organize, schedule lawn services
- Holiday decorating and decoration take down services
- Moving/Relocation services
- Tutoring
- Laundry



### Personal Shopping

- Gifts, clothing, household items
- Returns and exchanges
- Gift-wrapping
- Shipping and delivery



### Senior Care Assistance

- Medication reminders (personal, email or phone)
- Accompany seniors to appointments, doctors visits
- Assist with basic household needs
- Grocery shopping with home delivery and restocking
- Assist with mail sorting and/or bill paying
- Coordinate home cleaning and repairs
- Meal delivery



### Event Planning and Coordination Services

- Develop/organize party themes for birthdays, Bar/Bat Mitzvahs, Sweet 16, graduation parties, reunions, anniversaries
- Coordinate transportation, activities, accommodations for your out-of-town guests
- Coordinate and schedule party vendors (caterers, florist, entertainment, photographers)
- Address invitations
- Write thank you notes
- Order and mail invitations, thank you notes, greeting cards
- Bridal assistant before or after the wedding
- Holiday party and event planning
- Day-of event coordination services
- Business and Corporate event planning



### Vacation and Travel Services

- Home safety check when out of town
- Water lawn and house plants
- Bring in mail and newspapers
- Take out trash for trash pickup
- House sitting
- Pet sitting, pet walking, feeding, playing
- Transportation and lodging arrangements
- Car/limo service and rentals
- Vacation home rentals



### Temporary office help

- Filing
- Answering phones
- Organizing
- Researching
- Appointment Scheduling