

Time Is Money Executive Concierge Inc.
Services Order Form

Today's Date: _____

Date Required: _____

Name: _____

Membership #: _____

Phone: _____

Cell Phone: _____

Email: _____

Please check/circle the appropriate service required:

Easy
(\$60/hour)

- Appointment Scheduling
- Restaurant Reservations
- Spa Bookings
- Golf Tee Times
- Gift Certificate Ordering
- Accommodation Reservations

- CD Burning
- Flower Orders
- Ticket Ordering
- Car/Limo Rentals
- Air Reservations

Essential
(\$75/hour)

- Banking Needs
- BBQ Packages
- Christmas Shopping
- Dry Cleaning
- Gift Baskets & Gift Packages
- Holiday & Promotional Gifts
- Library & Video Return
- Prescription Drop Off & Pick Up
- Picture Development
- Recycling
- Sprit & Wine & Beer Delivery
- Vehicle Cleaning & Washing
- Vehicle Servicing
- Renovation Coordination

- Bill Payments
- Back-to-School Shopping
- Cottage Rentals
- Grocery Shopping
- Gift Buying & Wrapping
- Invitation Organization & Mailing
- Mailouts/Envelope Stuffing
- Pick Up & Delivery Services
- Personal Shopping
- Shoe Repair Service
- Tailor Drop Off & Pick Up
- Vet Appointments/Pet Taxi
- Weekend Camping & Cabin Shopping

Exceptional
(\$100/hour)

- Complete Weekend Getaways
- Out of Town Visitor Organization
- Photo Shoots
- Stagette/Stag Organization

- Dinner Party Organization
- Project Research
- Relocation Assistance
- Wedding Organization

•Services beyond the downtown core will be subject to a surcharge.

•Members receive discounts on all services.

• **All submitted orders will be confirmed personally by a representative.**

Additional Details: _____

Client Signature

Date

