

# Leave it to us

## LIST OF SERVICES

### HOME OFFICE AND DOMESTIC PA

Sourcing, hiring and managing staff from your perfect housekeeper and gardener to nutritionists and personal trainers

Household paperwork, bill paying and cash flow balance sheets

Utility tariff research, online payments and paperless billing

Catalogue art collections and household and insurance inventories

Managing renewals and subscriptions

Filing and archiving with set-up of cloud based software

Childcare, nursery and school research and assistance

Preparing children's holiday schedules and activities

Sourcing accredited and trustworthy contractors and suppliers

Onsite delivery receipts and waiting in as well as errand running

Personal shopping, unusual presents and sourcing the weird and wonderful with access to trade discounts

Party planning and liaison with event organisers, caterers, florists; guest lists, event stationery

Car fleet management

House/pet sitting and dog walking

### PROPERTY MAINTENANCE AND PROJECT MANAGEMENT

Minor home improvements to full scale property renovations

Restyling your interiors

Garden design and landscape through to implementation

Daily and holiday maintenance, service contracts, odd jobs, annual safety certificates

Airbnb management: bookings, guest communications, cleaning, linen and restocking

### EXECUTIVE ASSISTANT/PRIVATE PA

Digital data management including diary, documents and email

Liaising with clients and suppliers as well as lawyers, financial and tax advisors

Business development to include marketing, website, PR, sales, social media

Project research

Online banking, expense filing and information for tax returns

Weekly planning and action notes

Record keeping and organising up-to-date contact lists

Travel research, itineraries and frequent flyer programmes

Filing and archiving along with a regular "detox" of paperwork

### RELOCATION/HOUSE MOVE PA

Orientation and familiarisation of your local area

Logistics and creation of a detailed count-down to move day

Preparation of change of address information for family, friends and suppliers

Help engage removalists as well as dispose of items

Transfer and set-up of utilities ensuring favourable tariff rates

All your technology needs to include broadband connection and IT

School research and planning

Styling interiors and sourcing furnishings and accessories, through to picture hanging

Finding your perfect rental bolt-hole

#### Please get in touch, we are here to help

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