

### Automotive

Auto Repairs  
Car Wash/Detail  
Scheduled Maintenance  
Windshield Repair



### Entertaining

Catering  
Florist  
Decorations  
Entertainment  
Holiday Decorating  
Invitations  
Planning  
Rentals  
Shopping  
Table Settings  
Thank You Cards  
Venue Selection



### Housework (cont.)

Meal Delivery  
Organization Projects  
Pick Up & Sort Mail  
Trash Removal  
Unload & Load Dishwasher  
Wash/Dry/Fold Laundry  
Water Plants



### Concierge

Appointment Setting  
Dinner Reservations  
Event Tickets  
Internet Research  
Spa/Salon Appointments  
Transportation Arrangements  
Travel Arrangements



### Event Planning

Anniversaries  
Birthdays for Any Age  
Celebrations  
Company Events  
Family Reunions  
Romantic Evenings



### Miscellaneous

Forgotten items pick up/drop off  
Get Well Services  
Weekly Floral Arrangements  
Locating Hard-To-Find items  
Holiday Decorating  
Important Date Reminders  
Internet Research  
New Mommy Services  
Reminder Service  
Catalogue Belongings  
Document Proofing



### Corporate

Catering  
Complete Expense Reports  
Manage Calendar  
Meeting/Party Planning  
Mystery Shopper  
Organize Itineraries  
Reminder Service  
Research & Personal Projects  
Entertainment Tickets  
Transportation Arrangements  
Travel Arrangements  
Virtual Assistant Service



### Gifts

Floral Arrangements  
Gift Baskets  
Gift Buying  
Gift Wrapping  
Card Buying & Writing  
Holiday Shopping



### Moving/Relocation

Change of Address  
Connecting Utilities  
Home Staging/Decluttering  
Move-In /Move-Out Day Assistance  
Moving Coordination  
Packing/Unpacking  
Research & Locate Businesses  
Stocking of Fridge/Pantry

### Elderly Assistance

Grocery Shopping & Delivery  
Light Housekeeping  
Play Cards/Board Games  
Prescription Delivery  
Well-Being Checks



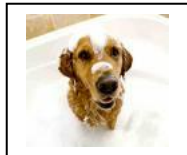
### Home Appointments

Appliance Repairs  
Appraisers  
Cable/Phone Service  
Contractors  
Deliveries  
Home Repairs



### Pet Assistance

Daily Pet Checks  
Dog Walking & Playing  
Grooming Visits  
Pet Sitting  
Pet Travel Arrangements  
Vet Visits  
When You're Away Overnight Sitting  
Buying & Delivering Pet Supplies



### Errands

Banking  
Dry Cleaning  
General Errands  
Goodwill  
Grocery Shopping  
Library  
Merchandise Returns & Exchanges  
Movie Rentals & Exchanges  
Package/Gift/Floral Delivery  
Pet Supplies  
Pharmacy  
Post Office



### Housework

Auto/Home Maintenance Programs  
Carpet Cleaning  
Filing  
Goodwill  
Home Renovation Bids  
House Cleaning  
Interior Decorating  
Landscaping  
Lawn Care  
Light Housekeeping  
Manage Household Calendar  
Manage/Pay Bills  
Meal Planning



### When You're Away

Collect Mail/Newspapers  
Overnight House Sitting  
Overnight Pet Sitting  
Pet Care  
Restock Food for Your Return  
Security Check  
Take Garbage To Curb  
Turn Lights On/Off  
Water Plants



# Blue Vista Concierge, LLC

*A Professional Concierge & Lifestyle Management Company*

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