



## Household Management-

Everything to manage an office or a household

Early Bird Package:

- Manage household budget/paper
  - Pay bills and manage financial systems
  - Create and maintain bookkeeping systems
  - Manage mail and paper
- Keep supplies stocked\*
- Schedule regular household maintenance, including lawn and pool care, snow removal, and care of your vehicles\*
- Schedule emergency household repairs and handyman services\*

Feather Your Nest Package:

- Early Bird Package plus...
- Initial organization
- Initial clean
- Perform errands \*
- Do personal shopping\*
- Execute internet research

Free as a Bird Package:

- Feather Your Nest Package plus...
- Make travel arrangements
- Coordinate maintenance care of your valuables\*
- Maintain schedules
- Coordinate appointments and reminders
- Keep contact databases

Specialty Services:

- Plan and coordinate special events
- Holiday Decorations; We put them up, take them down and organize them as we put them away
- Make travel arrangements
- Photo & memorabilia organization
- Coordinate interior design/decorating

\*Any third party vendor and purchases will be billed at cost.

*Are your needs different? We will customize a package just for you!*