



LET'S GET ORGANISED...

DATE:		REFERRED BY:	
CLIENT NAME:		PARTNER'S NAME:	
OCCUPATION:		CHILDREN:	
CELLPHONE NUMBER:		WORK NUMBER:	
HOME NUMBER:		FAX NUMBER:	
HOME ADDRESS:		WORK ADDRESS:	
ID NUMBER:		TAX NUMBER:	
GENERAL LIFESTYLE:			

TASK TYPE	TASK	INTERESTED?
GENERAL HOUSEHOLD	Groceries and goods management/shopping	
	Ordering of specialty deli foods, wine and specialty liquors	
	Dry cleaning delivery and collection	
	Housekeeping co-ordination	
	Research, screen, schedule and co-ordinate contractors for cleaning, landscaping, household repairs and emergencies	
	Organisation of rooms, closets and collections	
ERRANDS	DVD pick ups and returns	
	Pick-up and delivery of prescriptions	
	Collection and return of rented formal wear	
	Bank deposits, bill and municipal payments	
	Post office and courier errands	
	Drop off of payments, SARS documents etc	
	Library pick up and returns	
	Drop off and pick up cell phone repairs	
Subscriptions and renewals		
PERSONAL SHOPPING	Shopping and gift buying – both personal and corporate	
	Wrapping and delivery of gifts	
	Holiday season gift buying	
	Personal shopping assistance	
	Returns and exchanges	
	Comparative price quotes i.e. for homeware and household goods	
ADMINISTRATIVE SERVICES	Back-to-school, items for school fundraisers and school outing	
	Organising of vehicle for insurance assessments/servicing and repair	
	Processing applications, claims and queries	
	Licence renewals	
	Payment of traffic fines	
	Booking salon and spa treatments and personal appointments	
	Special date reminders	
	Booking golf tee off times	
	Internet research	
	Product and price comparisons	
	General filing and emailing	
TRAVEL	Organising airport collection and drop offs	
	Passport and Visa applications	
	Car and limousine hire	
	Helicopter and jet charters	
	Holidays, tours and flights services and research	
	Maps and directions assistance	
	Last minute pre holiday errands and shopping	

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