



ONE OFF PROJECTS & PERSONAL SERVICES

The below is just an example of what we can support you with:

Project examples:

- Project co-ordination support - for yourself and your team
- Event Support
- Holiday cover
- Business trip planning

Personal Service examples:

- Organising household tasks and home (family scheduling).
- Organising family trips and holidays (e.g. Visa requirements and passport validity)
- Booking and tracking appointments e.g. vehicles in for MOT's, services and any repair works, including adding diary reminders and flagging in advance.
- Organising personal appointments (from plumbers to hairdressers)
- Making reservations.
- Organising childcare arrangements.
- Gift buying: Researching, providing shortlist and purchasing gifts.

How can this service help you?

In addition to our professional support, we offer Personal Services designed to simplify your life and free up your valuable time.

Whether it's booking vehicles for MOTs, services, and repairs—complete with early annual diary reminders, scheduling personal appointments or gift planning and purchasing, we take care of the details.

Our support also extends to organising childcare and family arrangements, ensuring that your family's needs are met with care and attention. By entrusting us with these personal tasks, you can enjoy peace of mind, knowing that your day-to-day life is managed efficiently, allowing you to focus on what truly matters.