SERVICE GUIDE

Private Concierge™

Private Concierge begins with the household coordination you would like help organizing. We listen to the requested tasks, timing and preferences, then identify responsibilities with you. The written proposal names the residence, deliverables, contact arrangements and budget authority so everyone understands what has actually been approved.

How we approach your care

We turn the requested coordination into specific tasks and agreed communication steps. For example, arranging an approved arrival preparation does not automatically include cleaning, purchases, flowers or another provider's work. If cleaning is separately selected, its surfaces, materials, condition and suitable method receive their own scope assessment. Purchases require express budget and purchasing authority. Access arrangements are confirmed privately, and third-party results remain outside any guarantee; each responsibility stays tied to the written proposal.

Your selected care

- Specified household coordination tasks with named deliverables and dates.
- A designated contact/advisor and agreed communication arrangements.
- Cleaning, arrival preparation or vendor coordination only where individually listed.
- Purchases or sourcing only within express budget and purchasing authority.

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A clear plan, prepared together.

What to expect

The proposal sets each responsibility. Third-party outcomes are not guaranteed, and optional services remain individually approved.

Before we arrive

Share the requested coordination, authorized contacts, timing and budget limits. Keep access credentials out of general documents.

Outside this selection

- Unlimited availability, open-ended spending, home inspection, medical or security services.
- Automatic florals, gifts, outside-provider work, additional visits or Society enrollment.

Your individual proposal

The proposal names the tasks, timing, access, contacts and authorized spending limits. We confirm the coordination you want and the approval needed for any purchases or additional visits. Home size provides context; your selected responsibilities define the plan.

Ready for the selected work. Please clear the selected area, disclose fragile or damaged materials and secure pets safely away. Staff do not move heavy furniture, appliances or pet enclosures or handle pet waste, litter boxes or pet accessories. Unsafe or blocked work may pause and is recorded as not performed.

One defined service. General home cleaning, interior window care and other specialties are not included in this guide. Window tracks and exterior window work are excluded. Additional approved services have their own scope. There are no on-site additions or exchanges of rooms, items or unused tasks.

Changes with clear approval. Advance revisions need assessment and a change signed by you and an authorized company representative before changed work. We respect withdrawn access and stop instructions immediately. Your agreement controls scheduling, payment and applicable rights, while prior accepted terms remain protected.