



## Concierge Services of Oregon

### Personal Services:

#### **CORPORATE SERVICES**

- Corporate meetings
- Company retreats
- Staff recognition parties
- Company events
- Schedule appointments
- Holiday and Special events

#### **EVENTS**

- Menu planning
- Liaison with catering & party vendors
- Food / beverage delivery
- Birthday / Anniversary party arrangements
- Invitation & Gift ideas / shop for gifts / favors / decorations
- Research / organize party themes

#### **PERSONAL SHOPPING**

- Local errand running
- Locate hard to find items
- Personalized gift baskets
- Shop for or return gifts
- Post office / mailing
- Ship or deliver gifts

#### **HOME SERVICES**

- Dry cleaning
- Grocery shopping / Prescription pick-up
- Car detail / service
- Home organization projects
- Meet with Contractors / gather estimates
- Referrals to vendors
- Pick up mail and newspapers
- Water plants / Pet-sitting
- Entertainment / sports / cultural tickets
- Reminder service

#### **TRAVEL**

- Reservations, tickets, local attractions
- Airline / Car rental / Hotel arrangements
- Stock vacation rental prior to arrival
- Destination information

#### **MOVE-IN**

- Hire a moving company
- Set up utility accounts
- On-site day of move coordination
- Open / close homes for the season
- Information on local resources

#### **HOLIDAYS**

- Holiday decorating / Gift wrapping
- Ship or deliver gifts
- Shop for or return gifts
- Tree purchase, set-up, decorate & take-down

Concierge Services of Oregon  
2234 Corinthian Court Eugene, OR 97405  
(541) 285-3309  
EIN#27-0798513  
info@ConciergeOregon.com