

TO DO LIST

ERRANDS & SHOPPING

Please select from the following menu of direct services and describe your request in the space provided.

Grocery (please complete grocery form)

Hardware:

Car detailed (home or office):

Gift purchases or returns:

Prescription & pharmacy needs:

Dry cleaning drop-off & pick-up:

Post office:

Banking:

Pictures developed or framed:

Shoe repair:

Alterations:

Have keys made:

Coordinate Travel arrangements:

Deliver packages or documents (within 10 mile radius):

SPECIALTY SERVICES

Choose any items below at our hourly rate.

In-home Service Coordination and Service Calls:

(check all that apply)

Painting Plumbing Pool Service

Electrical Cable Pest Control

Telephone Carpet Cleaning Other

Air Conditioning Appliance & Delivery

Address & Mail Greeting / Holiday Cards
