

## HOUSEHOLD MANAGEMENT

### Household Management Solutions

#### ***Services Offered Include:***

Ad-hoc cleaning  
Assembling furniture  
Chandelier cleaning  
Checking your fireplace logs/fuel supplies  
Co-ordinating deliveries and collections  
Decluttering your home and/or office  
Design of home administration systems  
Festive season/special occasion home decorating  
Fridge cleaning  
Fridge stocking  
Home sitting for deliveries, maintenance or repairs  
Kitchen planning  
Meal preparation  
Organise book collections  
Organise CD collections  
Organise cupboards  
Organise drawers  
Organise repairs and deliveries of domestic appliances  
Organise wardrobe  
Organise your photos  
Polishing fine silver  
Release car from car pound  
Reminders  
Resident's parking permits  
Spring Cleaning  
Storage planning and management  
Supervise contractors  
To-do lists management  
Unpacking groceries  
Utility bills management  
Visitor's parking permits  
Wake-up calls  
Washing, ironing and folding laundry  
Watering plants and garden  
Window Cleaning

### Domestic Support Solutions

#### ***Trades and services offered include:***

Aged carers  
Babysitters  
Butlers

Cleaners  
Cooks  
Domestic Companions  
Gardeners  
Nannies  
Supervising domestic staff

**Home Design/Decoration Solutions**

**Services offered include:**

Blind making and design  
Curtain making  
Interior design

**Family Solutions**

**Services offered include:**

Accompanying elderly family members to the doctor  
Baby Showers  
Caring for a sick child or person on a working day  
Funeral directors  
Making new born arrangements  
Planning and organising fun days out  
Researching schools

**Pet Solutions**

**Services offered include:**

Dog walking  
Liaising with breeders  
Pet feeding  
Taking pets to the vet

**ERRANDS**

**Errand Solutions**

**Services offered include:**

Bank runs: pick up/drop off documents, cheque books & statements  
Charity donations delivery  
Clothing alterations  
Collect and deliver floral arrangements  
Collect foreign currency  
Collect light home appliances  
Collect or deliver guests to any London airport  
Collect prescriptions  
Collect repaired goods  
Collect urgent or forgotten items from home such as travel documents, tickets, receipts, passport, etc.  
Collect your car and drive you home after social gatherings  
Contact lenses collection  
Deliver and collect dry cleaning

Deliver and collect photographic film processing  
Exchange or return of previously purchased goods  
General hire returns  
Gift wrapping  
Key cutting  
Library pick up and returns  
Paying parking fines  
Personal driver (your vehicle or ours)  
Picture framing  
Post office runs: collect forms, post and parcels, pay utility bills, tax discs, buy stamps, send letters/parcels  
School runs (your vehicle or ours)  
Sewing repairs  
Shoe repair  
Spectacle repairs and collection  
Ticket collection  
Wine collection and delivery

#### **PERSONAL & BUSINESS ADMINISTRATION**

##### **Personal PA Solutions**

##### ***Services offered include:***

Bidding for goods in online auctions e.g. eBay  
Booking bicycle taxis  
Booking taxis  
Composing letters of complaint  
Conducting Internet research  
CV writing  
Document and text translations  
Filing systems and documents shredding  
Gift voucher ideas  
Home computer repairs  
Incoming mail management  
Internet shopping  
Making appointments  
Making phone calls on your behalf  
MS PowerPoint presentations  
Obtaining insurance quotes  
Order stationary  
Ordering birthday presents  
Ordering flowers and ensuring their delivery  
Ordering special gift ideas  
Organising address books

### **Finance Research Solutions**

Organising translators for meetings and / or business trips  
Photocopying  
Placing advertisements in newspapers, magazines and online  
Planning and organising business trips and itineraries  
Reminders  
Sending occasion cards  
Sourcing elusive items  
Writing and/or typing letters

#### ***Services offered include:***

Opening bank account support  
Start-up business plan guidance  
Researching deals on credit cards and finance  
ISAS searches  
Pension schemes searches  
Saving accounts searches  
Stock markets prices searches  
(please note the Elite Life simply collects available information and does not advise on financial, insurance or currency matters)

### **HOUSE & HOME MAINTENANCE**

#### **House Maintenance Solutions**

#### ***Trades and services offered include:***

Appliance repairs  
Battery replacements  
Builders  
Carpenters  
Carpet fitting  
Chimney Sweeps  
DIY solutions  
Double glazing  
Electricians  
Flooring  
French polishing  
Gas engineering  
General home repairs  
Glass and mirror replacement  
Handyman  
Hedge trimming  
Home Decorators  
Interior design  
Liaising with contractors and local authorities

	Light bulb replacement
	Plumbers
	Roofing
	Smoke alarm check
	Sourcing household repairs quotes
	Swimming pool maintenance
	Tiling
<b>Home Systems Solutions</b>	<b>Services offered include:</b>
	Alternative energy
	Electrical Installations
	Energy management
	Environmental measurement (fluid, gas, radiation, temperature)
	Home automation services
	Home theatre & cinema systems
	Motion sensors
	Multi-room audio and video distribution
	Recycling
	Remote control systems
	Solar technology
	Ventilation, heating and air conditioning
<b>Gardening Solutions</b>	<b>Trades and services offered include:</b>
	Fencing
	Garden design
	Garden fencing, trellising and walling
	Gardeners
	Irrigation systems
	Landscaping
	Lawn laying
	Pergolas, arbours and garden structures
	Planting
	Soil conditioning
<b>Second Home Solutions</b>	<b>Services offered include:</b>
	Household management assistance
	Liaising with UK or overseas estate agents
	Local area familiarisation: shops, convenience stores, GP restaurants, gyms, areas of interest, library, etc.
	Property searches
<b>Relocation/Moving Home Solutions</b>	<b>Services offered include:</b>
	Co-ordinating furniture removals
	Decluttering
	Liaising with estate agents

Local area familiarisation: providing details of shops, convenience stores, doctors, restaurants, gyms, areas of interest, library, etc.

New GP registration

New Library registration

On-site assistance during the move

Organising removals and relocations

Pre and post tenancy cleaning

Property searches

Providing 'change of address' notifications

Sourcing local crèches/nurseries/schools

### **Security and Safety Solutions**

#### ***Services offered include:***

Bodyguard

Carbon monoxide detector

Installing surveillance systems

Key holding

Locksmith

Monitored Home Protection

Smoke alarms

### **SHOPPING/RETAIL**

#### **Shopping/Retail Solutions**

#### ***Services offered include:***

Christmas shopping

Gift shopping

Groceries shopping

Home appliances shopping

Light decoration items shopping

Organic goods shopping

Personal shopper

Tools shopping

Wine shopping

### **HOLIDAY & TRAVEL**

#### **Home Away Solutions**

#### ***Services offered include:***

Airport transfers

Arranging airport transfers

Arranging foreign currency and travellers cheques

Booking accommodation

Chauffeur Services

City information

Ensure heating is on for your return

Fridge stocking for your return  
Gather information about local culture and tradition  
Gather information for weekends away  
Hiring bikes, cars, boats, etc.  
Look after cars and homes in your absence  
Open and shut curtains in your absence  
Organise local, national & international car hire  
Organise overseas childcare  
Pet care in your absence  
Prepare your packing checklist  
Regularly check your home whilst you are away  
Responding to home and/or car alarm call outs  
Ticket collection  
Travel insurance  
Turn lights on and off in your absence  
Upholstery  
Vaccination information  
Visa arrangements  
Watering your plants/garden in your absence

## Holiday Solutions

### **Services offered include:**

Arranging romantic getaways  
Bespoke getaways  
Countryside escapes  
Cruises  
Extreme Sports  
Family holiday  
Gap year travel  
Gay and lesbian holiday  
Golfing Breaks  
Honeymoons  
Personalised itineraries  
Pet boarding  
Safaris  
Scuba Ski  
Seniors holiday  
Singles holiday  
Snowboard  
Spa breaks  
Special Occasions  
Weekend breaks  
Women's holidays

## AUTO SERVICES

### **Auto Services Solutions**

#### ***Services offered include:***

Gather car insurance quotes  
Car alarms systems  
Car audio and video solutions  
Car collection and delivery  
Car dealers  
Gather Car rental quotes  
Car services and maintenance  
Car wash  
Driving School enrolment  
Emergency tyre repairs and changes  
MOT  
Navigation systems  
Repairs  
Road Tax  
Second hand car purchase  
Spares and parts dealers  
Valet services  
Windscreen repairs

## PARTIES/EVENTS

### **Parties/Events Solutions**

#### ***Services offered include:***

Addressing and mailing invitations  
Balloons  
Barbeques  
Birthdays  
Catering  
Champagne Reception  
Christmas parties  
Dinner Parties  
Dinner-dance  
DJs  
Dress hire glass hire  
Evening dress hiring  
Guests list  
Lighting  
Marquees  
Music and bands  
Patisseries and bakers



Themed Parties  
Venue Hire  
Wedding planning

## **WELL BEING & YOU**

### **Well Being Solutions**

#### ***Services offered include:***

Acupuncture  
Adult Learning  
Aerobics  
Alternative Therapies  
Arts and Crafts  
Beauty products  
Beauty Salons  
Beauty treatments at home  
Colour Consultants  
Day Spa  
Find best deals on gym equipment  
Gym & Fitness club memberships  
Hairdresser at your home  
Holistic massage  
Image Consultants  
Life Coaching  
Make-up Artists  
Manicure and pedicure at home  
Massage at home  
Nutritionists  
Personal Trainers  
Reflexology  
Reiki  
Traditional Barber  
Vocal techniques  
Yoga

### **Special Indulgence Solutions**

#### ***Services offered include:***

Book sporting events  
Book an Afternoon Tea experience  
Book Cinema tickets  
Book Concert tickets  
Book Theatre/Musicals tickets  
Restaurant bookings and recommendations

Arrange a day out at the Museum (all ages and interests)  
Adventure and outdoor activities  
Detective for a day  
Drive a military tank  
Helicopter experiences  
Helicopter trips  
Hot air balloon flights  
Personal Makeover  
Shark diving  
Themed Parks  
Zorbing experience

**ELITE**

**Elite Solutions**

***Services offered include:***

Assured entrance in the best London nightclubs  
Flying lessons  
Helicopter hire  
Limousine hire  
One-day residential cookery course  
Orient Express experience  
Private jet hire  
Private yacht hire  
Sky-diving experience  
Swimming with dolphins  
Trans-Siberian experience  
Visit to the South Pole