

Concierge Services

Available to our Platinum clients exclusively

Complete the information below and return it to us and we'll take it from there. In a hurry? Email Kim Noyes at kimberlynoyes@comcast.net or contact her at 941/925.2970 to register your requests. We'll do the buying, the calling, the ordering, and then we'll send you an invoice for the exact cost of the items purchased— **no additional costs involved.**

Our Services



Limo

I need a limo on _____
 From _____ to _____
 ___ Sedan ___ Stretch ___ Standard



Rental Car

I need a rental car on _____
 Size/Type preferred _____



Restaurant Reservations

I need a reservation at _____
 On this day _____



Hotels

I need a reservation at _____
 On the following days: _____



Gifts

Baby gift: (age _____) Sex: ___M ___F
 Wedding Gift: Registered ___Y ___N Where? _____

Gift Basket _____
 Special Wine? _____ Champagne? _____



Administrative Services

- ___ Database Management (client lists, reports and labels, Christmas Cards, etc.)
- ___ Newsletter/invitation design, printing, mailing
- ___ A private email address to use for your RSVP's and we'll keep track too!
- ___ Restaurant liaison for your meetings/luncheons/dinners
- ___ Name Tag printing— just names, or we'll include your logo for your special occasion



Real Estate & Mortgage Services

We have the contact you need for buying and selling

We'll set you up with Brokers who can get you the best rates for your situation.