



Helping Busy People Get Things Done ©

- ASSISTANT WORK ·SMALL BUSINESS & HOME PROJECTS ·FREELANCE WRITER
- TRAVEL/TOUR PLANNING ·ENTERTAINMENT RESERVATIONS ·EVENTS & PARTIES
- CORPORATE SHOPPING ·PERSONAL SHOPPING & STYLING ·ERRANDS & MORE

You're busy and we're here to help. We are inspired by business, food, travel, healthy living, culture, and the urban lifestyle. We specialize in energizing small business owners with ideas and support and we help busy individuals to free up time and mental energy by being their "extra pair of hands."

Contact Us Today!
312-613-5992

* indicates required field

Name *

First Last

Email *

Phone Number

Comment *

No matter where you are on the North Shore of Chicago (or world wide, for virtual work), we'll help you get all those dangling loose ends tied up so you can get the most out of every day. The answer is YES.





Helping Busy People Get Things Done ©

North Shore Concierge Services



Personal, Home, & Event Planning - Management Services: Let us schedule appointments and to-do lists or plan and execute your next party or event.



Personal Shopping & Stylist Services, Gift Shopping & Delivery: Let us style you (and your closet), shop for you and pick out gifts.



Travel Consulting & Services: We'll recommend and book the perfect vacation spot, meals, activities and more.



Small Business Start-Up & Project Services: We'll get your business from idea to execution; and develop and manage your social media platform, website, newsletter and online presence.



Corporate Concierge Services: We handle your staff's personal to-do lists so they have more time to be productive at work. Lunch ordering and delivery and errand work available upon request.

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Helping Busy People Get Things Done

Personal Services & Events

Life is busy. Let us give you the gift of time. We'll handle your to-do list, schedule appointments, and help you get your home in shape, and more.

- **Personal Concierge Services for Daily Needs:**
 - Dinner Recommendations & Reservations
 - Health & Holistic Nutrition Coaching
 - Golf Tee Times & Lunch Afterward
 - Concert, Cultural, or Sporting Events Tickets
 - Spa or Salon Appointments
 - Deliver Meals
 - Pantry Organization/Pantry Organization
- **New Mother? We'll pick up the diapers and more - New to the Area? We'll Give You a Virtual Tour - Create Digital Photo Books**
- **Deliver Meals - New Mother? We'll pick up the diapers and more.**
- **Create Digital Photo Books New to the Area? We'll give you a virtual tour.**
- **Create Digital Photo Books**
- **Shopping for the Home & Groceries**
 - Order & Arrange Grocery Delivery
 - Gifts or Flower Selection and Delivery
- **Event Planning & Organization (Invitations & Vendor Liaison)**
 - We'll Assist With Themes, Favors and On-site Organization for:
 - Luncheons, Tea or Birthday Parties, Wedding or Baby Showers, Retirement Parties, Girls' Night Out, or Getaways & Retreats
 - Welcome Arriving Guests
 - On-Site Vendor Management During the Event
 - Create Invitations and Other Printed Materials for Your Event
 - Assist in Menu Selection for Your Event
- **Snowbird Services**
 - Check Home Weekly While You're Away
 - Collect Mail and Water Plants While You're Away
 - Stock Refrigerator for Your Return Home

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Let us know that you're a card-carrying AARP member & you'll receive 10% off your first service with us!





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Corporate Concierge Services

Employees who feel they have a good work-life balance work harder than those who don't. In fact, work-life balance is second only to compensation as the most important driver of employee attraction and commitment. (source)

The average worker admits to frittering away more than 2.09 hours a day, not counting lunch, on personal business. This costs companies an estimated \$759 billion a year. (source)

North Shore Concierge Corporate Concierge Services is an essential benefit to provide your employees. It will offer them the assistance they need to take care of their personal tasks and life matters during their workday so they can stay focused on their job. Corporate wellness programs also available.

Services to Support You and Your Staff:

- Execute Retreat Venue & Logistics Planning
- Employee Health and Wellness Programs
- Corporate Hospitality Services (gifts for clients, meal delivery, etc.)
- Writing Projects and Proposals
- Schedule Appointments (doctors, trainers, salons, etc.)
- Personal Shopping and Errands
- Gift Selection, Wrapping, & Delivery
- Lunch Ordering & Delivery
- Arrange Meeting & Office Event Catering
- Party Planning
- Vacation Planning
- Travel Arrangements
- Arrange Flower Selection, Purchase, & Delivery
- Dinner Reservations
- Event Ticket Purchasing
- Dry Cleaning Pick Up/Drop Off
- Organizing Golf Tournaments or Other Sporting Events
- Virtual Assistant Work
- Mystery Shopper or Diner; Post Review Report Option
- Other Services as Needed

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Travel Services & Reservations

Take the guess work out of travel planning with our time-tested, well-traveled consultant's recommendations. We'll put together a memorable trip from take off, to drinks at the hotel pool and everything in between. We'll even make sure you have food in the fridge for your arrival home. Guided tours available.

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Travel Services

- Organizing Transportation
- Booking Tickets & Creating a Travel Itinerary
- Booking Hotels & Car Rentals
- We'll Plan Your Getaway Weekend or Guide Your Group
- Activity Planning & Attractions Booking
- While you are away, we can collect your mail, check on the house, and even stock the fridge with some essentials for your return.

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Helping Busy People Get Things Done ©

Personal Shopping & Styling

Leave the shopping to us! We'll select, ship or deliver your food or product order and tie up all of the details. The answer is YES.

- We Can Find, Wrap, and Deliver Special Gifts
- Order Flowers/Fruit and Arrange Delivery to Your Preferred Destination
- Event Outfitting and more

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Closet Overhaul and Personal Styling





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Small Business Start-up & Project Services

You have a great idea for a business but aren't sure where to start. Let us be your muse and get your project from idea to inception. We'll coach you through social media, writing, marketing ideas, brand identity, strong on-line presence, and more.

We're here to help you free up time and mental energy by designing services that best fit your personal preference, taste, and needs.

If you are a small business owner and don't want or need to hire an employee, but definitely could use a little support, North Shore Concierge is the answer. Starting with as little as two hours each time assistance is needed, we'll get you moving in the right direction in no time.

Small Business Projects

- From Your Idea to Inception: Business Muse
- Business Name & Branding Brainstorming
- Logo and Brand Development Assistance
- Template Website Design, Editing, & Content Management
- Create and Manage Email Campaigns
- Find & Order Products or Services
- Marketing Strategies
- Schedule & Proof Blog Posts
- Writing Projects
- Small Business Lawyer & Insurance Referrals
- Media Coaching
- Social Media Management & Updates
- Internet Research

[Corporate concierge services](#)

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