

*At **Unicorn Concierge**, we offer you services you will come to expect. We are there to relieve the stress of everyday life, whether in business or your personal life.*

HOW THE UNICORN CAN ASSIST YOU!

Unicorn Concierge provides personal assistance to take the stress out of your every day life. In today's increasingly busy world, time is the most precious resource we have. Allow **Unicorn Concierge** to help give you back those few extra hours a day. Let us provide personalized services for your corporate or personal needs. We will assist you with your busy lifestyle from:

- Running errands
- Travel arrangements/reservations
- Any other plans or ideas you come up with
- Let us make you a success at your own event!
- From the routine to the unexpected

Let us be your "To Do" specialist.

.....With **Unicorn Concierge**,
Anything is Possible, what a concept!

In a 2002 survey, 70% of workers said they don't have a healthy balance between their personal and work lives. (Nancy R. Lockwood)

A LITTLE ABOUT US

Unicorn Concierge was developed by **Kelly L Lawrence**, to provide clients with a 5 Star level of personal and professional services. Our goal is to provide you with enough time in your day to complete everything you started out to achieve. Our dedication and creativity in achieving results distinguishes us from the rest.

We will provide a customized personal and/or corporate concierge program to suit your lifestyle. This is an amazing opportunity to support your staff in attaining a work/life balance.

A 2003 study found executives who worked just five fewer hours a week were happier and more productive than others who worked longer hours. The Boston Globe, by Tatscha Robertson (June 19, 2005): Between work and life there's balance



Anything Is Possible

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Anything Is Possible!

The Ultimate in Concierge Services.



**unicorn
concierge**

At **Unicorn Concierge** our mission is to provide professional services to our clients that will free up time, eliminate stress and allow them to deal more efficiently with other personal and corporate demands.

To take the impossible and make it possible, at **Unicorn Concierge**, anything is possible.

In 2000, 26 of Fortune Magazine's "100 Best Companies to Work For" offered personal concierges services versus 15 in 1998

CHANGING TIMES

Times have changed ...

And so have peoples' needs. Quality time is an essential part of a comfortable, modern life-style, and **Unicorn Concierge** makes this easy to acquire. We are so busy trying to get everything done in our busy lives, we are not taking the time to enjoy what we have worked so hard to achieve. Wouldn't it be great to come home after a long busy week and have the fridge stocked and your favorite beverage on ice?

JUST A FEW OF THE MANY THINGS WE CAN DO FOR YOU

SPECIAL OCCASIONS

- VIP Personal Service
- Party/Event Planning – Theme Events, Birthday, Anniversary, Reunions, Weddings, Children's Parties
- Floral Arrangements/bouquets (personal, corporate and Event specific)
- Gift Baskets - Gourmet Food/Fruit and More, One of a kind Personal Gift Basket
- One-of-a-kind gifts – we will locate, wrap and deliver whether for corporate or your own personal needs
- Provide special occasion reminders and gift ideas
- Special Reservations
- Coordinate all your function requirements
- Home or Office Decor
- Fundraising Event Planning

For Additional Information on any of the services we provide, please contact us!

PERSONAL/CORPORATE EVENTS

- Event/Conference planning & facilities
- Arrange requirements for out-of-town guest
- Employee Incentives
- Holiday & Specialty Gifts Shopping
- Catering & Decorating
- Equipment rentals
- Card Writing Services
- Household maintenance
- Seasonal Cottage Setup

BUSINESS

- Relocation of a new employee and their families (making it stress free for all involved from the employer, employee and the family – community orientation)
- Project Management
- Arrange business travel accommodations
- Secure temporary help for a short-staffed department
- Arrange Pickup and Delivery Services
- Limousine Services
- Meet and Greet Clients

ENTERTAINMENT

- Arrange Event tickets
- Local tours – group or individual
- Event Planning / Event Information packages
- Limo Rental
- Get away Weekends
- Arrange Corporate/Family Activities
- VIP Entertainment

***At Unicorn Concierge,
"Anything is Possible"***

TRAVEL

- Airline & Hotel & Car Requirements Recommendation/Reservations
- Customized Travel Itineraries

RESIDENTIAL / FAMILY

- Pick up / Drop off - Drycleaning, Prescription, courier services
- Appointments for family members
- Provide home and Pet-sitting/Grooming and walking services
- Coordinate estimates and household repair/renovations
- Interior Decorating
- Arrange the delivery of family meals in time for dinner
- Arrange House Keeping services
- House/apartment sitting
- Moving / re-location services including family activities
- Health and Fitness Needs
- House/Apartment Finders
- Beauty Services / Spa Services
- Assist with all automobile requirements (license renewal, car repairs, seasonal requirements)
- Personal Shopping (specialty gifts, item returns) Grocery Shopping

WHAT DO YOU GIVE TO SOMEBODY WHO HAS EVERYTHING.... TIME.

Give the Gift of Time; we would all like to have just a little bit more. At **Unicorn Concierge** we are able to do just that. Our Gift Certificates can be customized to suit your needs.

Unicorn Concierge

Call 902.476.8159

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