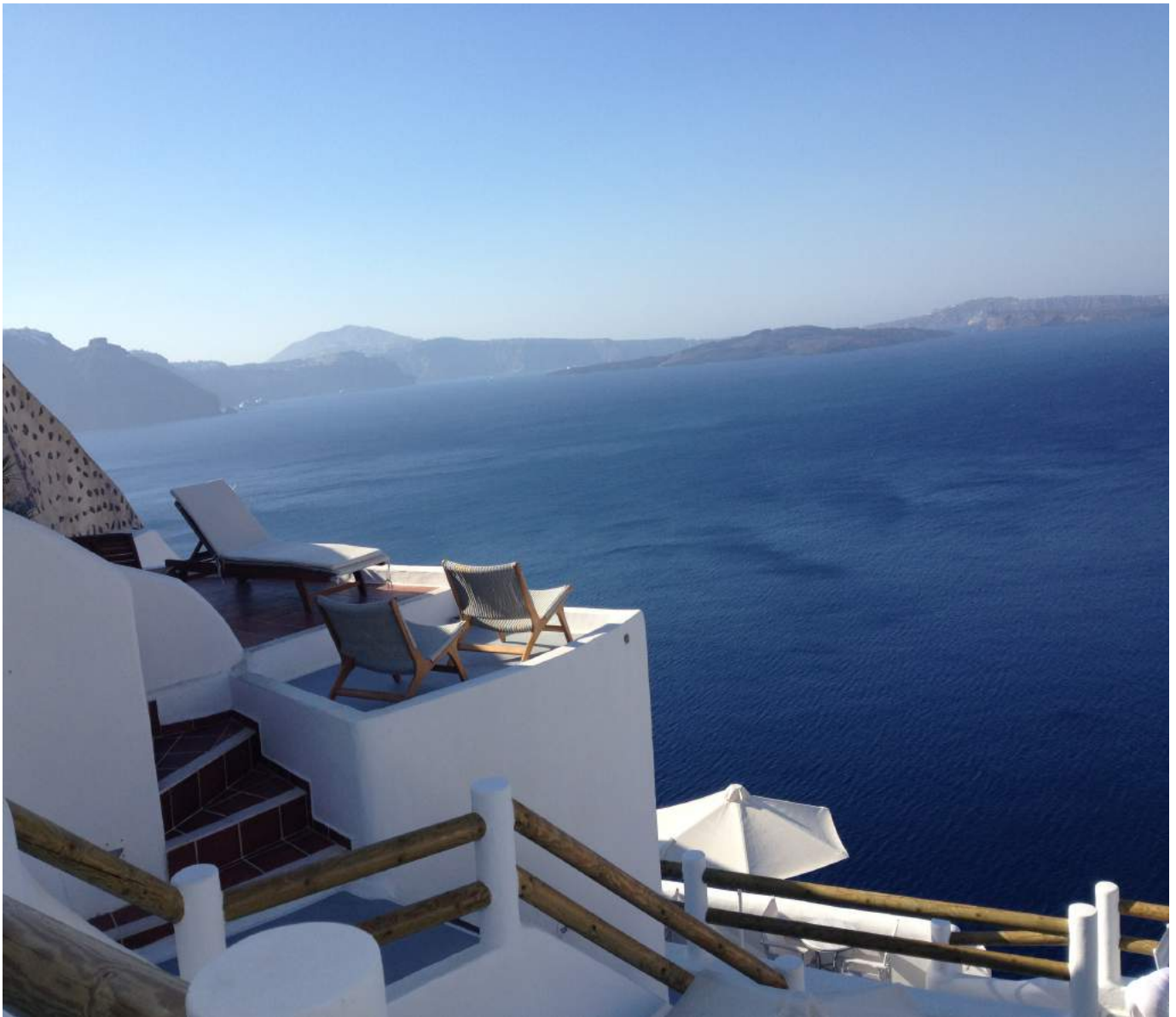


GO Concierge

Lifestyle Management

Your very own Personal Assistant.

Get organised and stay organised permanently!



Welcome to GO Concierge, a home lifestyle management service designed to help make your life easier.

Our service **assists you in achieving a balanced lifestyle** with your very own personal assistant.

Pass on the things you don't have time for, **or don't want to do, saving you time**, and **leaving you free** to enjoy what's important.

How does GO Concierge work?

We help you get tasks done – office administration, errands or anything that you don't have time for, keeping your life organised.

- Paper flow
- Organising everything
- Simple, easy systems
- Life Maintenance

We bring the same level of professionalism to each task, whatever the size.

The Benefits

- **Saves YOU time.**
- **Getting you organised and keeping you organised.**
- **Experienced staff** – over 20 years experience.
- **Concentrated, effective sessions scheduled in advance** - know exactly when tasks will be actioned.
- **Session Report** prepared after each session highlighting tasks achieved.
- **No interruption** to your plans, appointments, meetings or travel.
- **Peace of mind** – you can relax. It's under control.
- **Gain more time** for family and friends.
- **Affordable** - 4 hour monthly session = \$8.20 per day when claiming as a tax deduction.
- **Free yourself up** to do what you would prefer to do, enrol in creative pursuits, travel or simply concentrate on a specific project that you enjoy or one which earns you the greatest return.

Who uses the GO Concierge Service?

- **Entrepreneurs with families and a busy business.**
- **Company Directors.**
- **Corporate Executives.**
- **Doctors and Health Care Professionals.**
- **Regular Travellers.**
- **Lawyers.**
- **People who have homes in multiple locations.**
- **Singles, who simply need a second pair of hands.**
- **Our elders, living at home or in aged-care facilities.**

At your initial consultation, your Personal Assistant will **develop a plan that suits your needs**. This will form the basis of your ongoing sessions. Your plan will help you to manage your time more effectively, providing a structure that you can rely on.

Delivered in scheduled 4-hourly sessions, chosen weekly, fortnightly or monthly, **you will be delighted** with the support, sense of achievement and success that you will feel after your very first session!

Here is an outline of the broad services we can offer you.

Home-Office Management

Efficient and effective support strategies.

- Managing paper-flow – i.e. bill payments.
- Opening mail – sorting, filing.
- Banking, post office.
- Managing projects.
- Pre-preparation of tax returns.
- Organising proofreading of documents.
- Composing emails and letters.
- Implementing simple, easy to follow systems.
- Keeping your organised home-office - streamlined.

Home Management

- Catering for any event.
- Management of trades service -

(Cleaners: house, windows, carpets and cars, carpenters, electricians, handymen, gardeners or even landscape garden services, pest control.)

- Co-ordinate relocations.
- Dog walkers & pet sitters.
- Housesitting.
- Organise grocery-shopping deliveries.
- Schedule and accept deliveries.
- Babysitting & Nannies.
- Children's entertainers.

Professional Errand Service

Give us your to-do list. **We'll handle everything** and you can feel great about your day!

- Pick up dry-cleaning
- Arrange dinner reservations or tickets to the theatre
- Book car rentals
- Collect library books
- Organise shoe repairs
- Research for major household purchases
- Manage surprise events – sick pets, power blackouts, car repairs, condolence arrangements
- Research product price comparisons and reviews
- Purchase of products

Shopping

We do the running around.

- Purchase gifts, wrap and deliver them
- Flowers for your home or gift
- Groceries - unpack and stock your fridge and pantry
- Provide special occasion reminders and gift ideas
- Create shopping lists
- Organise a chef for your dinner party
- Suggesting an amazing restaurant for your special occasion

Travel

We can organise a romantic escape, or an unusual experience, or that thing you've got on your bucket list.

To make the process easier, we will take care of the before and after details associated with actually going on your journey:

- Passport applications and visas.
- Pet care.
- A cleaner for your return home.
- Holding newspaper and mail deliveries.
- Transport services to and from the airport.
- FREE Travel Checklist to assure your peace of mind.
- Back up of documents.
- Technology access to keep you in touch whilst you're away

Confidentiality

Privacy and confidentiality is guaranteed.

Rates

We offer **regular** weekly, fortnightly or monthly sessions scheduled in advance. (Minimum 4-Hour session \$385 (GST inclusive)).

Book Regular Sessions – PAY IN ADVANCE AND SAVE!

- 3 x 4-hourly sessions - \$1,155 (GST inclusive)
- **PLUS YOU RECEIVE an extra hour FREE! (Valued at \$87.50 (GST Incl.))**
- Paying for sessions in advance qualifies you for our 9 comprehensive organising Checklists (Valued at \$90), PLUS a **FREE copy** of Carol's best-selling **eBook** '*Get Organised – A practical guide to Organising Your Home and Office*'. (Valued at \$17.00).
- **Giving you \$195 worth of valuable organising tools FREE.**
- The **GO Concierge Service** is tax-deductable for your home business.
- 1 Hour - one-off sessions are charged at \$120 per hour.

Pay

Pay for your **GO Concierge Service** in advance by Visa or MasterCard or Internet Funds Transfer.

Get Organised Bank Details:

BSB: 012-351

A/C No: 11025 7106

A/C Name: Get Organised Pty Ltd

Terms and Conditions

It is important to us that we meet your expectations and that **GO Concierge Service** adds to your home and work life success.

We wish to have a win-win relationship with you and your happiness and freedom is our goal.

Rescheduling your Sessions

We understand that you are extremely busy, so we would prefer being advised in advance (at least 48 hours notice) if you cannot meet your scheduled session.

Many clients trust us, and provide keys to their home to avoid interruption to their regular sessions. This allows us to continue your scheduled sessions whilst you are away from home, even when you are out of town.

Insurance

GO Concierge Consultants have Professional Indemnity Insurance Cover. Consultants are trained to take the utmost care with your possessions and to be mindful of security in your home.

Our Support

Our Customer Service Team exists for YOU. Please do not hesitate to contact us, and you can count on us to do what we say.

100% Money-Back Guarantee

Our aim is to delight you and to provide a service to make your life easier. If, for any reason, you are not satisfied with the **GO Concierge Service**, we offer a 100% money-back guarantee.

We also welcome your feedback regarding our great service!

Reliability

Get Organised was established in 1993 in Sydney, and is proud to have been in business for 20 years, with a history of integrity and professionalism.

TESTIMONIALS

"It was SO nice to come home to an organised office – such a good feeling after 16 hours on set. Looking forward to the next session. Also, forwarding your details onto a divine colleague" - **Sarah Tammer – Hair and Makeup Stylist to the Stars** (Happy customer for 5 years).

"**GO Concierge** have been working to assist me in staying organised for nearly two years, and I am delighted to say it's working! I have paper systems in place to keep my home-office organised, and my regular Personal Assistant maintains this. I feel more organised, and can now concentrate fully on building our new home, and developing other projects, knowing that my mail has been opened, all bills have been paid, my day-to-day paperwork has been filed, and my desk is under control. My Personal Assistant also developed a great spreadsheet to track our renovation expenses, which has been most helpful. I'm feeling a lot more relaxed about my ongoing work, knowing that all my admin tasks are dealt with. Originally we started with a weekly session, but now this has reduced to monthly sessions as everything is SO organised. I couldn't be happier!" - **Marc Lubotzky**.

"Disorganisation is not something anyone feels proud of, so you need someone that can help without making you feel bad for needing their help. Carol does that! Excellent service - highly recommend to others" - **Doctor - name withheld**.

"It clears space mentally and emotionally from your life so you can move on and tackle things that need to be tackled. It definitely gives one peace of mind having someone that can help you face the chaos and clearing the path is great" - **Sherine Salama – Documentary Film Producer – Habitat Pty Ltd**

"Carol Posener and her company Get Organised has made an enormous difference to my life – and made me lots of money! I am so busy at work, I find it very hard to keep up with all my personal paperwork and things had got out of control. I had reached a point where I could hardly bear to go into my home office. The first thing she did was totally re-organise the furniture in the office, so it looked and felt better. This made a big difference in itself. Then, as well as giving me lots of practical advice and setting up systems for me, she actually got on with doing a lot of the things that I was so behind on. This has led me to recouping hundreds – possibly thousands of dollars and this has more than paid for Carol's services – plus I now have an office I look forward to going into. As well as the practical assistance, I found Carol invaluable for moral support and we have accomplished things that have worried me for years in an hour or two. I heartily recommend Get Organised and GO Concierge to any busy person" - **Maggie Alderson – Best selling author of 'Pants on Fire'**.

GO Concierge – Keeping you organised permanently.

Call us TODAY for your life-changing session!

1300 881 384 info@getorganised.com.au getorganised.com.au