



THE **Virtual**  
**Concierge**

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EXECUTIVE SERVICES • EMPLOYEE PERKS



# Services

Looking for ways to maximize time, impress clients, and keep employees invested in your organization? Look no further than The Virtual Concierge. Here's just a sampling of the services available to you:

- **COMMUNITY RESOURCES**
- **CONCERT TICKETS**
- **ERRAND SERVICES**
- **EVENT PLANNING**
- **FLOWERS, GOURMET & GIFT BASKET ORDERS**
- **GIFT CONSULTING & ORDERING**
- **HOLIDAY GIFT WRAPPING**
- **HOUSE CLEANING**
- **HOUSE SITTING**
- **INTERNET RESEARCH**
- **LIMOUSINE / SEDAN RESERVATIONS**
- **MAP & DIRECTION SERVICES**
- **PERSONAL CHEF**
- **PERSONAL TRAINERS**
- **PERSONALIZED SHOPPING**
- **PET SITTING**
- **VACATION PLANT CARE**
- **PHOTOGRAPHY & VIDEO REFERRAL**
- **REAL ESTATE BROKER REFERRAL**
- **RELOCATION ASSISTANCE**
- **REMINDER SERVICES**
- **RESUME SERVICES**
- **SALON & SPA APPOINTMENTS**
- **SPORTING EVENT TICKETS**
- **TAILORING SERVICES**
- **TOUR REFERRAL/ ARRANGEMENTS**
- **TEE TIME RESERVATIONS**
- **UP-FRONT THEATER TICKETS**
- **VACATION PLANNING**



# What's a concierge doing at work?

Most of us are familiar with the services of a concierge at fine hotels. From the perfect restaurant to premium tours and tickets, they are the inexhaustible resource for everything you could possibly need to know about the town you're visiting.

Now imagine those services – plus dozens to make your life easier – available to you in the workplace. As close as your phone. And as reliable as your reputation.

## Introducing The Virtual Concierge

The Virtual Concierge offers comprehensive services-on-demand for business executives, their clients and employees.

For management, that means The Virtual Concierge can be a unique recruitment and retention tool that provides progressive “outside the box” benefits to employees and clients alike.

Clients with access to The Virtual Concierge find they now have VIP status. Up-front theater tickets as well as popular concert tickets can be purchased without exorbitant broker fees. Getting a reservation at a top restaurant is a piece of cake. For employees, practical services like locating child-care providers in the neighborhood offer practical solutions and potential reduction in commute times.

Best of all, services from The Virtual Concierge are available on an a la carte basis. That means you will benefit from a service roster that is customized to your business. Use only what you need. Nothing more. Nothing less.

## Who needs The Virtual Concierge?

Every business with employees or clients! In fact, the more employees you have, the more dramatic the benefits to your business. **Employees spend an average 75 minutes each day using office computers for non-business related activity, most of them trying to balance their work and family demands.** The beauty of The Virtual Concierge is that you determine which services will best help employees minimize distractions while at work.

## You won't believe the benefits!

Services provided by The Virtual Concierge have the potential to positively impact an organization's bottom line in significant ways:

- Helping attract in-demand workers with benefit options they can't get elsewhere
- Increasing productivity by minimizing time spent online for personal research.
- Reducing absenteeism due to personal demands
- Improving employee retention with benefits that can be customized to your business

## Neither will your employees.

What better way to demonstrate to your employees that you recognize the challenges of balancing work and personal life? What better options for uniquely rewarding performance or celebrate milestones?

## A Certified Concierge at your service

The Virtual Concierge is owned and managed by veteran concierge Michelle McManus. Michelle is an active member of the International Concierge and Errand Runners Association. In addition, she has been awarded Certified Concierge status in the National Concierge Association where she served on the NCA Minnesota Chapter Board of Directors for four years.

## Our guarantee and other good news

Here's what we promise every client:

**Knowledge** We know the best places to dine, the best seating in each theater production, and the best attraction discounts available.

**Connections** We know people in all areas of entertainment who offer us the best in exchange for our expert feedback.

**Stellar Service** We don't rest until we do our best! Call us for a free consultation to discover how we can make your life easier: **651 295-9339.**

## Do you know how your employees spend their time?

The typical American now works 47 hours a week—164 more hours annually than only 22 years ago.

Since 1969, family time for a working couple has shrunk an average of 22 hours a week.

U.S. GOVERNMENT

One research firm estimates that 30 to 40 percent of employee Internet use is not work related.

INTERNATIONAL DATA

Thirty-seven percent of employees report that they search for jobs while at work. 45% make travel arrangements. And 11% play online games.

VAULT.COM

Forty-six percent of online holiday shopping is happening at work.

NIelsen/NET RATINGS

Seventy-five percent of employees take care of personal responsibilities while on the job.

CIRCLES

STATISTICS USED WITH PERMISSION

## Do you know what your employees value most?

The leading factor in employees' commitment and loyalty to their employer is whether they believe that management recognizes the importance of their personal and family lives.

AON CONSULTING'S AMERICA@WORK

Forty-two percent of college students and recent graduates said what they value most when making a career decision was work/life balance – more than money (26%), advancement (23%), or location (9%).

JOBTRAK.COM

When asked what their number one concern was about their career, 32% of respondents said Work/Life balance. This was followed by job security at 22% and competitive salary at 18%.

OFFICE TEAM SPECIALIZED ADMINISTRATIVE STAFFING SURVEY

Every dollar invested by the employer toward an employee's well-being delivers a \$10 ROI.

IINTEGRA, INC.

Companies that help employees juggle the demands of work and family will be the biggest winners in the competition for good employees.

AON CONSULTING

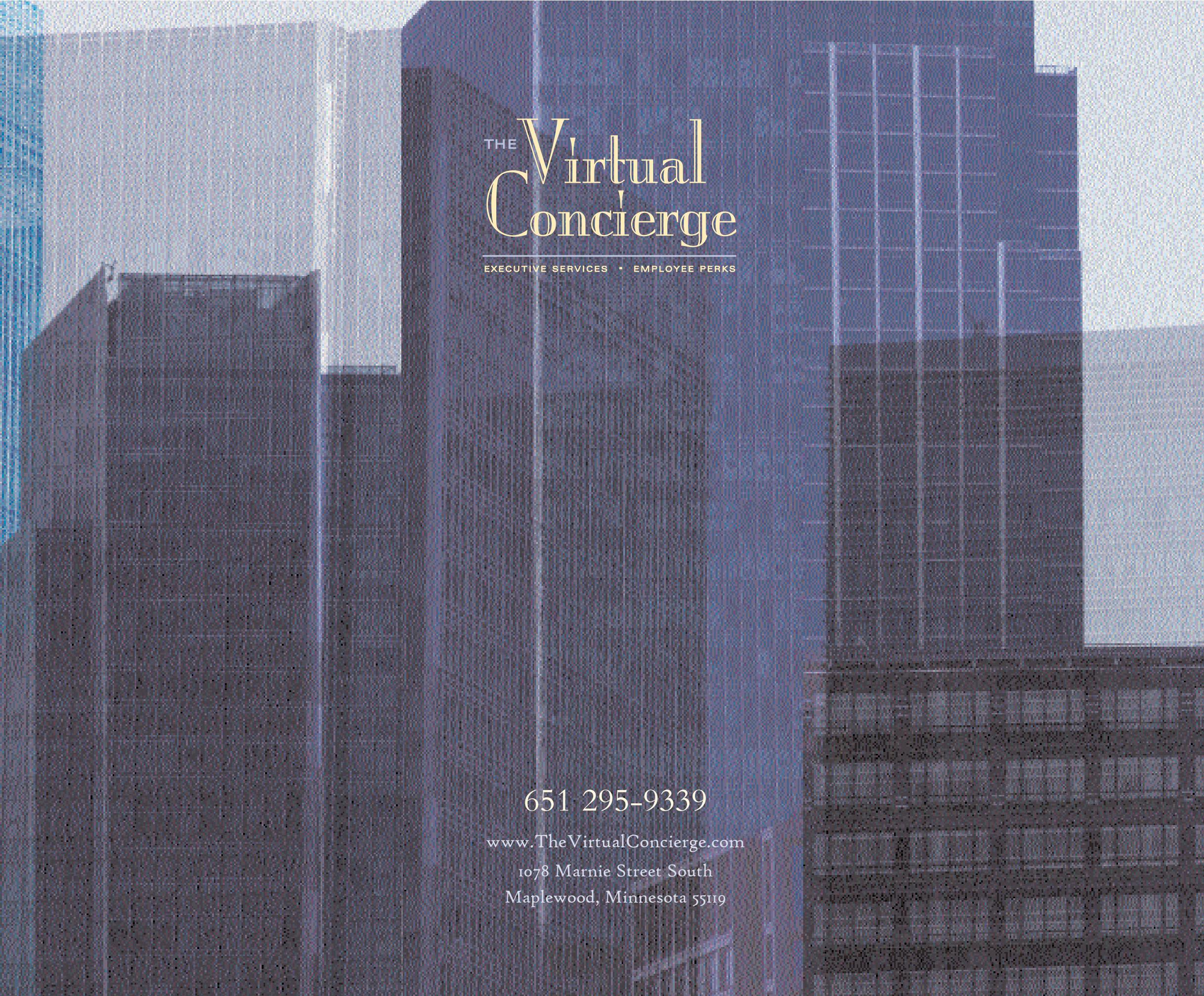
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