



251.213.0448 or 404.386.4092

Concierge Service Checklist

Just ask and we will try to please your every need.

Client: _____ Arrival Date: _____ Cell: _____

Address: _____

✓ **Completed** (with comments if applicable)

- House cleaning
- Foreclosure home cleaning and landscape clean up
- Carpet cleaning
- Window cleaning
- Shop for wine or liquor _____
- Shop for flowers or gift basket _____
- Make reservations for restaurants _____
- Catered special order meals (We have access to wonderful gourmet cooks)
- Grocery shopping prior to your arrival for food, flowers, wine, liquor, and gift baskets. Use our handy grocery list and feel free to add any additional requests.
- Arrange to pick up clients from Pensacola airport
- Receive deliveries for you _____
- Purchase tickets to events such as concerts _____
- Book fishing trips _____
- Reservations for boat, parasailing or jet skis rentals
- Other _____



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Notes & Recommendations: _____
