



Lifestyle Management Service

Trish Aikman, Owner

HelpMe@AskMeConcierge.com

512-786-9615

Ask Me Concierge is a highly customized Lifestyle Management Service. Your concierge and personal assistant service to meet the demands of your busy lifestyle . . . so you can focus on the more important things in life.

Ask Me Concierge Services caters to clients with active personal, professional or social lifestyles with everything from the every day to the extraordinary. By taking care of your "to do" list we can help you find that balance between family, work and other life priorities.

Whether you are a busy executive, new or parent, senior, small business owner – anyone wanting to regain control of their time and keep frustration at bay. and focus on and enjoy the more important things in life – Ask Me Concierge can help.

We understand the value of your time and are dedicated to making your life easier. No matter how ordinary or unusual the request, our experienced staff can be relied upon to find the best solution.

We provide assistance where you need us, whether from your home or your office, from our office on a virtual basis, or out running errands. At Ask Me Concierge, we are completely hands on and pride ourselves on gaining a personalized knowledge of each client, ensuring unprecedented service and personalized guidance.

Give us your "to-do" list, errands, waiting for deliveries and trades people, organizing your home, acting as a personal shopper, party planning, doing research, making appointments, and vendor liaison. We take care of whatever needs to get done. We will meet or exceed your expectations.

HOW CAN WE HELP YOU? THE POSSIBILITIES ARE NEARLY ENDLESS. ASK ME! I BETCHA I CAN HELP!

Home Services

- Home organization projects
- Gather and present home improvement estimates
- Manage repair and construction projects
- Relocation packing/moving assistance/unpacking
- Attic & garage clean out
- Liaison with home vendors (plumbers, electrician, cable, etc.)
- House sitting: checkmail, water plants, peace of mind check in
- Mail management
- Landscaping/tree service/yard cleanup
- Preparations for House Guests
- Property Referral Source –
Lawn Care, Housekeeping, Maintenance etc

Referrals/Recommendations (In development)

- Pet sitters/walkers/trainers
- Home repair/handyman
- Caterer
- Interior design/Interior Decorator
- Fitness trainer
- Massage therapy
- Nannies, child care

Reminder Service

- Anniversaries
- Birthdays
- Appointments

Scheduling Appointments

- Doctors
- Spa
- Golf
- Home repair
- Estimates

Errand Services (NW Austin, Cedar Park, Round Rock, Leander, Liberty Hill, Marble Falls, Georgetown)

- Grocery shopping
- Dry cleaning
- Prescription pick up
- Post office & mailing
- Grocery shopping
- Personal shopping
- Returns

Domestic or International Relocation

- Area orientation/research
- Home, school and doctor finding
- Pack/unpack settling in services
- Drivers license/car registration
- Bank research

Entertainment & Leisure

- Restaurant reservations
- Movie tickets
- Theatre
- Sporting events
- Special events
- Tee Time Scheduling
- Tours
- Museums
- Tickets to sold out events
- Private Wine Tasting & Lectures

Personal Services

- Spa Reservations
- Nanny & Babysitting Searches
- Messenger & Courier Services
- Interior design
- Fitness trainer
- Massage therapy
- Physicians
- Relocation assistance
- Car Washing & Detailing
- Eldercare (non medical)
- Sports Lessons
- Life Coaches
- Stress Management Consultants
- Pet sitters/walkers/trainers
- Unique gift purchasing & wrapping
- Thank you notes

Auto Services

- Pick-up and delivery for repairs, service, new tires, battery installation or detailing (Your preferred repair shop or mine)
- Car Inspections
- DMV registration
- Detailing services for cars, boats, RV's and motorcycles

Business Concierge Services

Let us help you organize your office, handle errands, change facility locations, engage and supervise caterers, project management, plan your corporate socials, executive assistant services, and provide employee perks and rewards. We customize each benefit package for our clients.

- Data Entry, CRM
- Corporate Travel Plans
- Employee incentive/recognition program or packages
- Arrange outside services
- Coordinate parties & schedule events
- Handling Computer Repair, taking/picking up
- Professional Speakers
- Online Research, Data-mining

Personal Shopping

- Shop and purchase gifts
- Gift wrapping
- Specialty Gift & Food Baskets
- Locate hard to find items
- Unique gift ideas
- Returns/exchanges
- Holiday shopping
- Client Gifting Programs

Gift certificates

- Our services also make for the perfect gift.
- Create custom Gift Certificates

Medical Concierge Services

- Navigate the health care system
- Organize claims
- Verify all claims have been filed and paid
- Write appeals

Party and Event Planning

- Research & organize party themes
- Specialized Chefs
- Photographers
- Floral Displays
- Theme Parties
- Gift/favors ideas
- Plan menus
- Catering management
- Invitation ideas & ordering
- RSVP list coordination
- Write thank you notes
- Deliver food & beverage

Problem Solving

- Insurance disputes
- Hard to locate item/services
- Internet research

Travel Arrangements

- Airline ticket arrangements
- Rental car arrangements
- Hotel & resort arrangements
- Travel Security Assistance
- Pet Sitters or Transportation
- Destination information
- Travel reward point management
- Airport transfers
- Creative Weekend Getaways
- Villa, Home & Condo Rental