



Location Washington
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PERHAPS YOU ARE A.....

- Globetrotting Venture Capitalist looking for a trust-worthy personal assistant?
- CEO who needs a Life Concierge to organize his or her home life?
- Philanthropist couple too busy to Manage life's little details?

AS YOUR PERSONAL ASSISTANT, I COULD.....

- Manage your ERRANDS & EMAILS
- KEEP TABS on the Contractor you hired but never see
- PROVIDE SOLUTIONS with minimal impact on your time
- Coordinate your OVERBOOKED SCHEDULE
- Negotiate event planning with your CATERER

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If the task you are looking for isn't listed, don't worry.
If it makes your life easier, chances are OnTask PERSONAL SERVICES can do it!

"When you are about to miss the ball. . . We are there to catch it! "

Time is money now more than ever, and because OnTask Personal Services saves you time by freeing you up to do the things you want to do, it's a service you can't afford to pass on. We offer reasonably priced, timely solutions to the every needs of a diverse clientele, improving your quality of life, restoring your balance of work and play, and relieving unnecessary stress.

Executives working overtime need a personal concierge to facilitate complex, high-level tasks. Stay-at-home moms busy with the kids need a personal concierge to wait on repairmen and help orchestrate the family's schedule. Entrepreneurs focused on getting their businesses off the ground need a personal concierge to coordinate their billing, dry cleaning, and groceries.

Hourly Rates Starting at \$25.00 per hour PLEASE VISIT OUR WEB SITE @ www.ontaskerrands.com