



WELCOME TO STRESS FREE LIVING!

Club One Concierge is Austin's only lifestyle management company offering personal assistant and home management services to private clientele.

There is no "typical" day, for us. Whether it's tactical, proprietary or power of attorney, our clients rely on us for everything. Through an exploratory discussion, we get to know you, what you prefer and expect, and create a tailored solution to simplify your life. Then we'll sign a non-disclosure agreement and provide weekly updates for full visibility into our work. Our assignments range from 20-80 hours a month.

Some of our recent assignments include, but are not limited to:

Personal Assistant Services

- Relocate family from California to Texas
 - Contact realtor and find new home
 - Remotely manage all logistics and opening/closing of accounts
- Set up new family business and formation of LLC
 - Create marketing materials, website and SEO using our Preferred Provider
- Interview, hire and onboard household and company staff
- Book all client travel, lodging and transportation
 - Select wardrobe and pack suitcase
- Host weekend getaway for groups
 - Recommend/schedule restaurants and local activities
- Liaise with financial advisor, attorney and insurance broker on all family matters

Property Management Services

- Select interior designer, act as liaison between the client and receive all deliveries
- Collaborate with landscaper on anything from vegetable gardens to chicken coops
- Hire and oversee numerous service providers to secure and maintain property
- Manage secondary properties for out of town clients

Our capabilities are endless, however there are some tasks that we cannot perform ourselves. One of our key differentiators is our vast **Preferred Provider Network** comprised of business partners from various industries who cater to your every need. Need an acupuncturist, beekeeper or mechanic? **We've got you covered!**

Club One is your trusted resource for everything so you don't have to lift a finger.

Get the idea?

We are masters at managing our time and there are no charges for gas or taxes. We are a fully bonded and insured privately-owned limited liability corporation.



CLUB ONE
CONCIERGE