



About Task CompleteSM

Task Complete is a company that offers personal concierge and life management services in an innovative model. While many busy individuals can benefit from the utilization of a personal assistant, the cost or hassle of employing a full-time assistant prohibits many individuals from receiving the extra help they need. **Task CompleteSM** offers a variety of options, varying in number of hours, so our clients pay for the amount of time they need to keep their personal and professional lives running smoothly.

There are many reasons to use **Task CompleteSM**. In fact, no two clients utilize our services in the exact same manner. That is the beauty of **Task CompleteSM**; we offer flexible hours to fit virtually any client's needs. Some clients use us predominately at their home or for house sitting. Other clients opt to employ our services in a business environment or as a benefit to employees. **Task CompleteSM** offers "wait services" so employees don't have to use their vacation (or sick time) to wait for the cable guy. We have had adult children contract with us to assist their senior parents for (companion, in home care services, or to downsize) since they don't live close by or simply don't have enough hours in the day to complete these tasks for their parents.

Our specialty is building deep connected relationships with our clients while we organize their lives from closet to calendar.

Although **Task CompleteSM** specializes in working with clients on a monthly basis from 4 to 40 hours per month, we do offer a one time "Try Us! Package". Our monthly rates include a **Task CompleteSM** associate and their undivided attention, as well as their automobile. Travel over 10 miles will be charged a mileage rate and is discussed in advance. Should you have a specific need that falls outside our monthly retainer or package offering, please contact our office for a free phone consultation at **717-746-TASK**.

*At **Task CompleteSM** we manage your overwhelm and
organize your life from closet to calendar.*