Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task Complete is a full service Personal Concierge company, available 24/7. We need to insure resource coverage for all types of Client requests. Please answer the following:

Yes! I am available to (or will) do the following tasks. (Please mark all that apply)

 Effort Comments

|  |  |  |
| --- | --- | --- |
|  | I am available to work Holidays |  |
|  | I am available to work weekends |  |
|  | I am available to work nights |  |
|  | I am available to be on call at 9am daily (showered, dressed, ready to walk out the door if needed |  |
|  | Travel west to Doylestown |  |
|  | Travel north to New Hope |  |
|  | I have a reliable car |  |
|  | Speak on behalf of the company to explain the benefits of our service |  |
|  | Cleaning – light (dust/vacuum/pickup/dishes/laundry) |  |
|  | Cleaning – heavy (all of light plus bathrooms, kitchens, changing beds) |  |
|  | Pet sitting - overnight |  |
|  | Pet sitting – day trips only |  |
|  | Shopping – light - 1 to 10 items |  |
|  | Shopping – major – cart full |  |
|  | Create excel spreadsheets |  |
|  | Create word documents |  |
|  | Do internet research |  |

Are there any other tasks you feel like you can perform? Please list:

**What would you do in the following scenarios?**

**Scenario 1:** A client calls and asks for us to “pick up the house and make the beds”; when you get there, it’s not one house, it’s two. There are 8 bedrooms instead of 4 and both homes have been treated like hotel rooms with trash and mess everywhere, including by the pool. Oh, and you have only two hours to get all the beds made, vacuum the floors and remove all the trash, fold the clean laundry and start new loads - in both homes.

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**Scenario 2:** A clients asks (and only pays for) us to feed/water her cats and clean the litter

box for the weekend. When you get to the home, there are dishes in the sink, the plants are

dry, and there is clean laundry in the basket needing to be folded.

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**Scenario 3:** A client asks us to do grocery shopping in advance of her arrival. She only gives

us 24 hours notice and her list, when received, is unusually long and eccentrically detailed. Not

only are there groceries, but there are all sorts of dry goods, vitamins, and paper products. The

list is specific and in large quantity. It will take multiple trips to multiple stores and several trips

to her home to stock the items in the little time allotted.

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**Scenario 4:** You are grocery shopping for a client and three of the items on the list you are unable to locate. What do you do?

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