



TOTAL CONCIERGE CONSIDER IT DONE

**Management Of Your Personal, Business and Property Needs
Facility & Residential Services
We Do It For You**

So, what exactly is a concierge - and what can a concierge do for my family, my business and me? You know when you wish that there were two of you? Or that there were more hours in the day? Or that you had someone to help you to handle your day-to-day obligations? Or someone who could get you out of that occasional jam when you absolutely could not be in two places at once?

Our service is all about being that second person. Consider us your trustworthy, reliable and innovative partner in **getting it done.**

Our three main service divisions are: **corporate, facility and personal/residential.** Our service menu, like your own personal and at-work "to-do" list, is nearly limitless. We work with our clients to match our services and capabilities to their budgets, time constraints, preferences and habits. We can work with you regularly or on an as-needed basis. Whatever your needs, we will get the job done. Here are just a few of the services we can take on for you:

- **Special Projects & Personal Assistance**
- **Property & Home Management**
- **Maintenance & Handyman**
- **Business & Personal Support**
- **Errands & Shopping**
- **Specialty Cleaning Home & Office**
- **24 Hour Emergency Services**
- **And much more just ask**

From small buildings to large complexes, we have the team and resources. Whether you own or manage a commercial office building or high end- residential community, by turning over the day-to-day operation and maintenance of your properties or facilities, you can fully focus on your business and your life.

Total Concierge can customize a program that suits the distinct needs of you and your business, by the job, hour, day, or week. You will find us professional and affordable. We work directly with property owners, facility managers, individual firms and private clients.

Contact us today to learn how we can give you, your employees and your family the gift of time. We offer a complimentary consultation just for calling or e-mailing

Serving the entire Pensacola Bay area Paul Warren 850-776-0120 anytime

Licensed / Insured / Excellent References / 25 years experienced / Extraordinary Service

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