

UrbanAid is a personal concierge services in the Philippines. We provide a wide array of services to take care of your personal and business to-do lists. Our main goal is to lighten your load so you can focus on what matters most. Whether you're out of town or just plain busy, we will get you what you need, when you need it. We are here to manage a simple and the most tedious demands with an eye for detail and a perfectionist touch.

We specialize on the following services:

1. **PROJECT MANAGEMENT:** Ideal for start-up companies who need an extra hand on establishing a new office or company. Handling of special projects.

- ❖ Finding a suitable office and move management
- ❖ Documentation Services (business permit, receipts etc)
- ❖ Setting-up of office from furnishings to application of utility bills
- ❖ Personnel hiring
- ❖ Administrative assistance

2. **PERSONAL ASSISTANCE SERVICES**

- ❖ Personal Shopper services: offering advice and knowledge of the best products to purchase, processing orders, and assisting with exchanges or returns. Purchases might include groceries, clothing, appliances, gifts and other personal items. Purchases can be done locally or overseas.
- ❖ Errand-running services: Bank visits, laundry drop-off and pick-up, car maintenance, home repair coordination, Package drop-off & Pick-up and more
- ❖ Administrative Assistance: scheduling appointments for personal services, paper/file management. Proofreading, PR Article writing.
- ❖ Mystery Shopping

3. **TRAVEL & DESTINATION MANAGEMENT** (for Inbound and Outbound Travelers): We research, plan and execute vacations and travel details. We do specialized trip arrangements such as Pilgrimage, Health & Wellness tour, School/Campus tour

- ❖ Customized trip itinerary
- ❖ Manage flight and ground transportation arrangements
- ❖ Book hotel accommodations & restaurant reservations
- ❖ Schedule leisure activities
- ❖ Travelers Assistance including packing & unpacking of luggages
- ❖ Customized and unique accommodation for something extra unusual and extraordinary hospitality experience. From simple and rustic places in remote locations to secluded accommodations in an island.

4. **ESTATE & HOME MANAGEMENT SERVICES:** We manage and maintain homes no matter the size. We schedule and oversee household appointments including but not limited to:

- ❖ Housekeeping services: basic and deep cleaning of residential & office units. Post party clean-up.
- ❖ Move Management services: Pre Move-in and Move-out activities such as hiring & managing of moving companies, packing and unpacking of furniture and home items, checklist preparation
- ❖ House sitting while out of town: manage mails, utilities, deliveries, pets, plants watering

5. **RELOCATION SERVICES FOR EXPATS** Either for short term or long term stay, we offer a wide range of services from finding a unit, familiarization to finally settling-in.

- ❖ Housing, familiarization-settling-in
- ❖ Pre-arrival support
- ❖ School search

HOW IT WORKS:

- ❖ Send us your request. Tell us what services you need (and how long you need them) and we will give you a price.
- ❖ We get it done on schedule
- ❖ Win back your time

OUR PLANS

We understand that everyone has different needs, which is why we've tailored our services into three packages to suit you:

SEND & PAY Pay per Service	BY THE BUCKET Customized Package	ANYTHING YOU DESIRE Dedicated Concierge Manager (Weekly, Monthly)
<p style="text-align: center;">Flat Fee charging for one specific task or job</p> <p>IDEAL for:</p> <ul style="list-style-type: none"> • Personal Shopping Services • Errand Running Services • Mystery Shopping Requirement • Housekeeping Services <p>TERMS:</p> <ul style="list-style-type: none"> • Limited to one specific task or job which can be accomplished in 1 to 2 days • Premium based charging for tasks outside Metro Manila or out of the Country 	<p style="text-align: center;">Customized Package charging</p> <p>IDEAL for:</p> <ul style="list-style-type: none"> • Travel & Destination Management • Move management services • Relocation Service for Expats • One or Two Errands <p>TERMS:</p> <ul style="list-style-type: none"> • Can be a combination of several tasks • Duration of tasks can be weekly or monthly • Premium based charging for tasks outside Metro Manila or out of the Country 	<p style="text-align: center;">Retainer Based Charging</p> <p>IDEAL FOR:</p> <ul style="list-style-type: none"> • Long term Project management based requirements • For those who require a dedicated concierge manager to be on-call for a week or even months • Short term to Medium term Travel assistance <p>TERMS:</p> <ul style="list-style-type: none"> • Premium based charging for tasks outside Metro Manila or out of the Country • Duration of tasks can be weekly or monthly

