



Introduction

We are a full-service concierge, personal assistant and house cleaning service.

We'll help you with whatever you need, when you need it, at an affordable price.

Your satisfaction is guaranteed; it is our top priority.

You may change your service requirements or request additional services at any time.

We welcome your input on helping with your family's unique needs.

We are happy to accommodate.



**100%
Satisfaction
Guaranteed**



We use environmentally-friendly cleaning equipment. Our vacuums are bagless and clean with powerful cyclonic suction to remove dust, pet hair/dander, and other allergens from your home. We clean with reusable micro-fiber cloth and dusters instead of paper products.

You may select either standard or non-toxic biodegradable cleansers that have extraordinary cleaning power.

We want you, your family and your pets to be perfectly healthy in a perfectly clean home.



Exceptional Service Without Exception!

**Personal Assistant Services
Concierge Services
General Cleaning**

Licensed & Insured

*We make
you look
good!*



Sarasota & the Keys
www.kellysconcierge.com

941-266-9560

Kelly's Concierge & Cleaning Services

Concierge Services

We are happy to offer our services:

- Perform a variety of personal assistant services including typing, telephoning, scheduling appointments & tasks, etc.
- Run requested errands
- Drop off & pick up dry cleaning
- Shop for groceries, pharmaceuticals, clothing & gifts
- Open home for seasonal residents and/or guests including adjusting heat/AC, turning on water, stocking groceries, changing linens, arranging floral delivery, etc.
- Provide presence for service calls, repairs, deliveries, realtors etc.
- Provide plant care
- Assist with holiday preparations & decorating
- Set up & serve at parties or events
- Pre-clean & post-clean for parties or events
- Provide pet care, including walking, feeding, sitting & trips to the veterinary
- Provide house sitting & routine house checking

Our concierge services require a one-hour minimum.

We look forward to helping you save time out of your busy schedule.

With our concierge services, we can run errands, schedule appointments, and provide personal assistance with your "to-do" list.

Our housekeeping services include general maintenance cleaning, customized cleaning, or one-time cleaning for special events.

We charge the same hourly rate for all of our services which are available on a daily, weekly, biweekly, monthly and annual basis.



General Cleaning

At each visit, we will:

- ☒ Dust furniture, headboards, windowsills, ceiling fans, picture frames & other décor
- ☒ Vacuum carpets
- ☒ Steam-sanitize floors
- ☒ Sanitize all surfaces including large & small appliances, countertops, backsplashes, sinks, tubs, showers, toilets, chrome & glass surfaces
- ☒ Spot clean cabinet exteriors
- ☒ Wash, dry & fold laundry
- ☒ Perform light general household straightening

Let us know if there are other tasks you would like us to perform.

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