

Cross Town Concierge Services

Your Personal Assistant

We are here to make your life easier...

Whether you're looking for more time to spend with your family, more time to spend on your business activities, or just more time.

Offices in Bolingbrook, and Winnetka, IL

We focus on the Southwest Suburbs and North Shore of Chicago.

Need an extra set of hands or more hours in your day?

Call us today. No obligation.

Partial List of Services

Errands

- * Dry cleaning
- * Post office
- * City Hall
- * Car - bring for a car wash or to the auto shop
- * Pick up meals
- * Delivery & Pick up
- * File documents at the courthouse

House Sitting

- * Collecting/Sorting mail
- * Plant care
- * Check alarms
- * Paying utility or other bills
- * Pet care (regular walking, bathing, feeding, vet visits)

Light Industrial

- * Party/event set up or clean up
- * Light yard work
- * Light snow removal
- * Waste removal

Business Services

- * Resume assistance
- * Data entry
- * Filing
- * Setting up financial systems (internet bill pay, etc).
- * Equipment purchases/returns.
- * Bill payments
- * Basic Websites
- * Any type of courier and delivery service

Shopping

- * Gift buying
- * Buy school supplies
- * Shopping companion
- * Personal shopping
- * Grocery shopping

Fees Based on Your Needs

Hourly, Membership, Project
Special Circumstance

Please contact us at any time
for a free consultation.

Contact Information

Southwest Suburban Areas

George Novak (630) 915-2046

www.georgeandlinda99@netzero.net

North Shore Areas

Neil Hernandez (312) 593-4077

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Please visit our website

www.crosstownconcierge.com

