




PERSONAL CONCIERGE *Business Startup* PROGRAM

Mr Ronda On The Go
Personal Assistant & Errand Service



Have you ever dreamed about starting your very own concierge business?



Do you love helping people?



Are you organized?



Do you have good time management skills?



Do you love multitasking?

Then starting a concierge business is a perfect opportunity for you!



TIME MANAGEMENT

Time management skills are critical to being successful in this business.

At times it seems that there is a never enough time to do everything that needs to be done for yourself and your clients.

There are a number of ways that you can manage time efficiently if it seems you never have enough of it~

- Keep a time activity log
- Jot down things you're doing as you do them
- Note the times when you change activities
- After a few days, analyze the log
- Chances are you will notice some time-wasters
- To get real insight from this activity, make sure you don't change your normal behavior
- Remember to do tasks that are most important first

To help you identify priority tasks think about the following four tasks rankings based on their urgency and importance:

- ➔ Urgent and important
- ➔ Non-urgent and important
- ➔ Urgent and non-important
- ➔ Non-urgent and non-important

DO YOU WANT TO KNOW MY SECRETS FOR MANAGING MY TIME?

1. I wake up early 4:30am-5:00am
2. I created a Daily, Personal, and Business Checklist
3. I review my checklists every morning before I get my day started
4. I print a Daily To Do List
5. This helps me to get my day started Stress Free

Set daily goals to help keep you on track!



10 BENEFITS OF STARTING A CONCIERGE BUSINESS

- 1 Be your own boss
- 2 Build your own dream
- 3 Create a work-life balance
- 4 Spend more time with your family
- 5 Follow your passion for helping others
- 6 Enjoy a life full of Meaning and Purpose
- 7 Low startup cost
- 8 Work from home (No physical location is needed)
- 9 Contract on an as-needed basis
- 10 No prior experience, certifications, or special training needed



So, what type of person do you have to be to make your concierge business successful?

- 1 Be flexible
- 2 Have an abundance of patience
- 3 Be resourceful
- 4 Be well-organized
- 5 Provide excellent customer service
- 6 Be a good time manager
- 7 Be a self-starter
- 8 Be willing to network
- 9 Be ready to juggle multiple projects
- 10 Be honest, trustworthy, and dependable
- 11 Be outgoing
- 12 Be friendly
- 13 Be open
- 14 Be enthusiastic
- 15 Be a go-getter



CONCIERGE BUSINESS STARTUP CHECKLIST

- Choose Business Name
- Open A Business Bank Account
- Design A Company Logo
- Register Your Business
- Register Your Employer Identification Number (EIN)
- Create A One Page Marketing Plan
- Create A "Services Provided" List
- Research Demographics
- Find An Accountant
- Get Business Insurance
- Get Bond Insurance
- Design A Website
- Start Networking & Build Your Business



BASIC EQUIPMENT NEEDED TO START YOUR BUSINESS

➔ **A Cell Phone**

➔ **A Scanner**

➔ **Internet Connection**

➔ **A Website**

➔ **A Laptop or Computer**

➔ **Business Cards (For Networking)**

➔ **A Vehicle & Proper
Insurance**

➔ **Office Supplies**

➔ **A Printer**

➔ **Flash Drive or Portable Drive
(To Backup Files)**



Why Choose Us?

- ▶ We want to ensure you don't have to waste countless hours researching how to get your business started.
- ▶ Our goal is to help you save time and money so you can get your business up and running faster!
- ▶ My team and I are experienced Business Owners in the Concierge Industry, and we realized the need to help startup companies.

How Can We Help You?

We Offer:

\$ 850

Package # 1 Concierge Business Startup Forms

1. Invoice
2. Service Agreement Form
3. Client Intake Form
4. Credit Card Authorization Form
5. Photography Release Form
6. Satisfaction Survey
7. Transportation Services Wavier
And Release
8. Welcome Packet Cover Page
9. Welcome Letter
10. Flyer
11. Non-Owner Vehicle Authorization Form
12. Key Release Form
13. Pharmacy Authorization Form



Customized Forms

- ✓ Our team will customize your forms to match your brand
- ✓ Our team will include your logo, colors, and content
- ✓ Our team will make the changes needed to fit your brand
- ✓ You will receive an editable file with instructions
- ✓ Your forms will be emailed in 3 days from purchase date
- ✓ Your forms will have a clean, contemporary, and professional look
- ✓ A must have for every professional concierge business
- ✓ Please check with you attorney to ensure the Service Agreement Form meet your business needs

\$ 950

Package # 2 Basic Website Only

- ✓ 45 Minutes Web Design Discovery Call
- ✓ WordPress Installation
- ✓ Premium Theme Installation
- ✓ Website Customization Up to 6 Pages
- ✓ Custom fonts & Colors Scheme
- ✓ Mobile Responsive
- ✓ SEO friendly
- ✓ Menu Creation
- ✓ Social Media Integration
- ✓ Content Integration - Provided By You
- ✓ Theme Plugin Installation and Configuration
- ✓ Specialized Contact Forms
- ✓ Two rounds of revisions



\$ 1,500

Package # 3 Basic Website & Full Branding

Website

- ✓ 45 Minutes Web Design Discovery Call
- ✓ WordPress Installation
- ✓ Premium Theme Installation
- ✓ Website Customization Up to 6 Pages
- ✓ Custom fonts & Colors Scheme
- ✓ Mobile Responsive
- ✓ SEO friendly
- ✓ Menu Creation
- ✓ Social Media Integration
- ✓ Content Integration - Provided By You
- ✓ Theme Plugin Installation and Configuration
- ✓ Specialized Contact Forms
- ✓ Two rounds of revisions

Full Branding

- ✓ 30 Minutes Brand Discovery Call
- ✓ Branding Design Questionnaire
- ✓ Fonts Selection
- ✓ Color Palette Selection
- ✓ 1 Custom Logo Design
- ✓ 3 Concepts for Logo Design
- ✓ 2 Revisions on Chosen Concept
- ✓ 1 Double-Sided Business Card Design
- ✓ 1 Facebook & Twitter Or Instagram
- ✓ Branded Profile Picture Delivery of final
- ✓ Hi-Resolution files in .ai, .jpg, .png, and .psd



\$ 650

Package # 4 Customer Relationship Management System (CRM)

- ✓ Built Using Excel
- ✓ Built In Formulas
- ✓ Client Projects & Tasks Request List
- ✓ Client Information
- ✓ Business Information
- ✓ Detailed Time Log
- ✓ Purchase Log
- ✓ Cash Log
- ✓ Mileage Log

\$ 95

Package # 5 Coaching Call

We can schedule your Coaching Call via Phone or Zoom.

Here's a list of topics:

- ✓ How to get started in your business
- ✓ Finding your target market
- ✓ How to organize your business
- ✓ How to create processes and procedures
- ✓ Networking
- ✓ Marketing
- ✓ And more

You will also receive a Free Business Planner (30+ pages)

**Payment Plan Options Are Available
Website Design Only**
(please inquire for details)



If you purchase a startup package you'll also receive Special Bonuses which includes:

- ✓ **A Complete Business Planner**
- ✓ **A Checklist with 10 Ways To Market Your Concierge Business To Find New Clients**
- ✓ **5 Bonus Forms**
- ✓ **3 Months of Website Hosting For Free**
- ✓ **Free Website Maintenance For 1 Month**
- ✓ **Free Facebook Business Page Setup**


We are committed to helping you every step of the way, especially since the demand for these services increases day by day.


If you are serious about starting your own successful Personal Concierge Business, we would like to help you get started right away!



Are you ready to get started building your very own Personal Concierge Business?

Contact us today!

 Ronda Yarbrough

 (469) 443-8937

 conciergebusinessstartup@gmail.com

Hours Of Operation:

Monday-Friday
8:30am-5:00pm

Thank you very much!