

*Welcome to*

# Sudden Services Concierge



We've got your back. We jump through your hoops. We think outside the box.

Sudden Services helps complete your needs on time, every time seamlessly.

Time = money. Imagine having a personal assistant always within reach at home, away on business or while on vacation.

Whatever the need, whether to help simplify your life or enjoy the rewards of success at discriminating levels, utilize... *Sudden Services Concierge.*



# Sudden Services Concierge

*your personal assistance company*

*You already have your home cleaned and lawn cared for— why not allow us more of your time.*

Challenge us with the ordinary to the extraordinary

# Sudden Services Concierge... *your personal assistance company*

Are you a busy professional, over-scheduled parent, or recovering from a medical procedure? We specialize in time addition, stress elimination and life-style management. We perform the following functions:

- Being there when you can't (cable company, appliance repair, etc.)
- Bonded Courier



- Business / Service referral of all types
- Automotive services (washing, detailing, mechanical transport)
- Decorating and Home Staging
- Department of Motor Vehicles—no more waiting in line
- Dry cleaning / laundry pickup
- Errand running (four wheel drive equipped)
- Executive expense report preparation
- Express shipping services (UPS, FedEx, USPS)
- Forgotten school items
- Golf tournament / tee time arrangement

- Home vacation watch
- Letter writing
- Lunch delivery for company meetings
- Mail pickup
- Mobile Notary Service
- Organization / de-cluttering- residential / commercial offices
- Spanish-English / English-Spanish written translations
- Personal security
- Pet feeding
- Personal shopping



Phone: 417-385-8684

Fax: 417-887-4052 (Please include cover letter)

Hours of operation: 8 a.m. - 6 p.m. M-F  
(Weekends by appointment)

E-mail: [contact@417concierge.com](mailto:contact@417concierge.com)

## Testimonials

I'm a time-challenged professional. My car needed major service recently. I decided to give Sudden Services a try after seeing their ad. Doug came by for my keys that morning, and by the time I saw my last client, he had it back fully repaired by the mechanic of my choice. I am now a retainer member and plan to refer them to my colleagues.

Joseph T, Nixa, MO

My father was hospitalized and in critical care. As luck would have it, my hot water heater went out. I had moved to Springfield recently and didn't know anyone well enough to ask them to help me. Following a referral I contacted Sudden Services, who recommended a source for a new heater. The plumber could not pinpoint a time of arrival, so Meg came over and was there when I couldn't be to let the workmen in the house. Thank you so much!

Jane B, Springfield, MO

I'm the worlds' worst at smashing things into a closet. One day I opened up one of mine and several items came crashing down. I remembered Sudden Services' website while surfing and that "organization" was one of their functions. I made an appointment with them and they came over the next morning, gave me a written estimate, and I hired them to do their thing. I was amazed at how prompt and polite they were and I was thrilled to be able to find things once again. While at my home, I mentioned that I had dry cleaning to pick up but didn't want to get out on the icy streets of my hilly town. Doug said that was within the scope of what they do, and that he would pick up the cleaning with his four-wheel drive vehicle. Meg stayed and worked at my home while he picked up the items. I was thrilled. Until next time!

Audrey M, Ozark, MO