

SERVICES

- Assist with clerical functions, including bill paying, filing, photocopying/faxing, letter writing and other correspondence
- Assist with online functions including email, social media and online ordering
- Assist with activities, such as art, reading and physical exercises
- Assist with scheduling and attend appointments as needed
- Run errands (pick up prescriptions, dry cleaning etc.)
- Accompany to events, activities, shopping and appointments
- Assist with Holiday preparations including decorating, shopping, prepping for entertaining, holiday cards, wrapping etc.
- Manage special projects as assigned, for example organizing of closets, pantry, scrapbooking etc.
- Perform light housekeeping services, including bed making and linens as needed
- Attend to light laundry and ironing
- Help plan and prepare meals, followed by clean-up
- Monitor food expiration dates
- Remove garbage
- Assist with pet care



— GARLANDS —
HOMECARE
— SOLUTIONS —

For more information please
contact the Garlands Home Care
Concierge at 847-756-3300 or
GHCS@thegarlands.com.



PERSONAL ASSISTANT

Clerical, Homemaking and Special Project Assistance



FEE SCHEDULE

EFFECTIVE AS OF 1/5/25

\$35 per hour based on a two-hour minimum visit

THE FOLLOWING HOLIDAYS ARE BILLED AT A DOUBLE RATE:

New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve and Christmas Day

Ask about Garlands Membership discount eligibility as it applies to home care services.

Services requested without 24-hour notice is subject to a rate premium.

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