

A Personal Assistant can handle your time-consuming tasks, allowing you to
Make the Most of the Time You Have™

PERSONAL ASSISTANT TO YOU, LLC

Personal Shopping:

Cedar Rapids/Iowa City Corridor Only

Let others run all over town to locate items you want but don't have the time to find. A Personal Assistant can find:

- *Specialty Foods/Beverages
- *Fashion Clothing
- *Home Accessories
- *Holiday/Occasional Gifts
- *Personalized Gifts

And can help with:

- *Image Consulting

Errand Services:

Cedar Rapids/Iowa City Corridor Only

Are you so busy with what HAS to be done that you don't have time for what SHOULD be done? A Personal Assistant can handle errands such as:

- *Weekly Grocery Shopping
- *Pharmacy Refills
- *Waiting Services
- *Car Maintenance
- *Package/Gift Delivery
- *Post Office & Shipping
- *Dry Cleaning Drop Off/Pickup

Administrative Services:

Did you ever wish someone could handle the details of your personal life? A Personal Assistant can help with:

- *Secretarial Services
- *Scheduling Appointments
- *Weekend Getaways
- *Event Planning
- *Bill Paying/Budgeting
- *Conflict Resolution
- *Research/Referrals
- *Office Etiquette

**Call or E-Mail Today for Your
Personal and Confidential**

Assessment*

319-981-PATY (7289)

pat@cr-paty.com

www.cr-paty.com

**Assessments are always free*

**Pat Roland
Personal Assistant**

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