



ERRANDS MASTER

Errands & Personal Concierge Services

Anything you don't have time to do, we can do it for you!

At Errands Master, we help simplify the lives of busy Families, Professionals, Executives, and Entrepreneurs.

We also enjoy helping Small Businesses too!



ERRANDS MASTER

How can we help?

Check out all the ways we can help you...

Errands Services

- Grocery Shopping
- Post Office Drop Off & Pick Up
- Prescription Drop Off & pick Up
- Tailoring, Alterations, Shoe or Watch Repair Drop Off & Pick Up
- Holiday Gift Shopping
- Returns & Exchanges
- Bank Deposits
- Library Books Drop Off & Pick up
- Dry Cleaning Drop Off & Pick up
- Charity/ Goodwill (Prep & Drop off)
- Meals & Snack Delivery
- Flowers or Balloons Deliveries
- Birthday & Anniversary Gift Shopping, Wrapping & Delivery



ERRANDS MASTER

Personal Assistant Services

- Scheduling Appointments (Doctors, Lawyers, etc.)
- Personal Reminders
- Personal Gift Shopping
- Flight, Hotel & Car Rental Reservations
- Thank You Notes
- Search For & Purchase Concert Tickets
- Coordinate Transportation Services
- Restaurant Reservation
- Spa and Massage Treatments Reservations
- Assist with automatic bill payments
- Online Gift Shopping
- Online Clothes Shopping
- Internet Research



ERRANDS MASTER

Home Organization Services

Home De-cluttering

Rooms & Closet De-cluttering & Organization

Garage & Basement Clean Out

Kitchen Drawers Organization

Packing & Unpacking

Trash & Recycle Removal

Mails & Paper Files Organization

Refrigerator & Pantry Clean Up & Re-Organization

Home Office/Work Space Organization



ERRANDS MASTER

Wait For Services

Wait for Home Appliance & Furniture Deliveries

Receiving Parcel Packages that requires a signature

Car Maintenance (Car Wash, Oil change, Tire rotations, etc.)

Car pick up & drop off services (Vehicle Inspection & General Repairs)

Gas and Water Meter Readings

Wait for contractors (Cable, /Phone Installs, Repair, etc.)



ERRANDS MASTER

Small Business Virtual Assistant Services

- Bill Payments
- Schedule Meetings & Appointments
- Internet Research
- Data Entry
- Contract & Proposal Drafts
- Email Management
- Invoice Management
- Graphic Designs (Logos, Flyers,
- Business Cards & Other Marketing Materials)
- Website Design & Maintenance
- Personal Reminder Services
- Online Marketing (SEO & SMM)
- Sending of Greetings eCards, Event Invitations, etc.



ERRANDS MASTER

Eco-Friendly Cleaning Services

- Light Cleaning
- Standard Cleaning
- Deep Cleaning
- Move In & Move Out Cleaning
- Laundry Wash, Dry & Fold
- Full & Empty Dishwashers
- Refrigerator & Pantry Organization
- Change Bed Linens & Make Beds
- Weekly, Bi Weekly, Monthly Routines
- Eco-Friendly Cleaning Products



ERRANDS MASTER

Contact us

Don't see something you need help with?

No worries! Simply contact us with your requests and we'll be happy to help you in any way we can!

Founder & Owner- Kizzy Cooke Belkermi

Phone: 1-856-357-3200

Email: hello@errandsmaster.com

Website: www.errandsmaster.com

Hours Of Operation

Monday – Friday 9:00 AM to 5:00 PM

After Hours & Special Holiday Services Available by Appointments Only