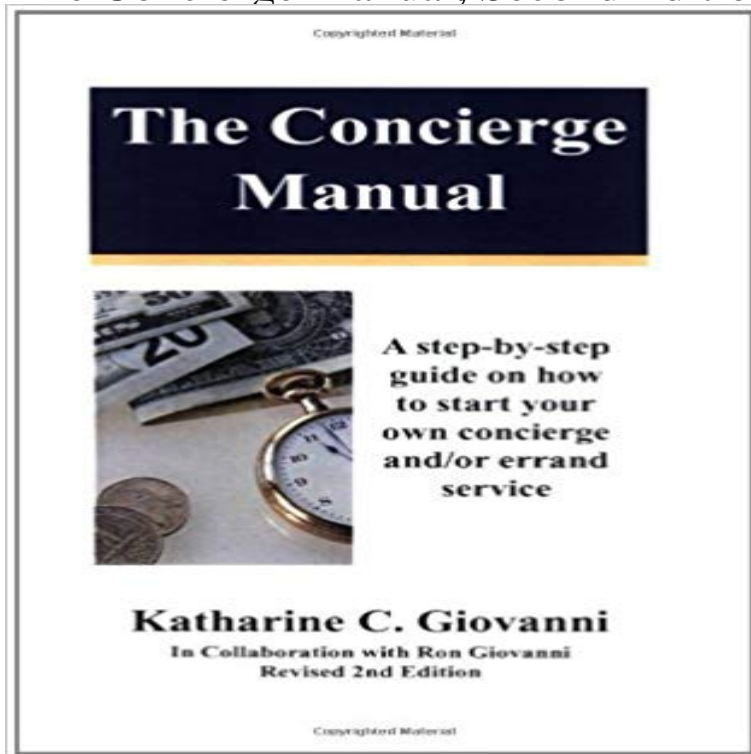


The Concierge Manual, Second Edition



This extraordinary guide will provide you with all the tools that you need to become a successful concierge, personal assistant and/or errand service professional. It is the perfect book for beginners who have never owned their own business before. Mrs. Giovanni will teach you all about the business basics including how to create your brochure, design your sales kit, write your business plan and create your new website. Do you need a lawyer, accountant or insurance? This book tells all! The manual will also explain how to set up your new business. It explores in great detail what services you might wish to offer and how to set up your fees. Learn how to set up your errand service as well as how to set up your vendor services and get commissions from them!! Plus there are some wonderful sales and marketing tips that will help you get started! Sure, you could learn how to do this business yourself, but it could take you months to research it and figure out how to set the service up. Buying this book will eliminate the guesswork. Why re-create the wheel if you don't have to?

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