

*"Many thanks for the marvellous work you carried out in the cottage. It all looks so much brighter and cared for again"*

.....

*"Thank you for sorting out our little damp problem. Everything went so smoothly and it was reassuring for us to know that you were always on hand"*

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**W**e are a service for Overstretched Busy People. Our aim is to assist with balancing work and home life. We will do the footwork, the fingerwork and the phonework, thus allowing you to recapture that helping of 'valuable' time.

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*"The standard of work is extremely high and considering that one wall needed to be re-plastered, there was absolutely no mess to clear up afterwards!"*

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***A tailor-made service for busy people,  
providing an extra pair of hands  
to manage your home and household jobs.***



*Fraser-Jones Alliance*  
HOME MANAGEMENT SERVICE

At Fraser Jones, we offer a tailor-made service designed to help you manage your home and household jobs.

Services range from simply key holding while you are on holiday, to sourcing competitive quotes and overseeing building and maintenance work from our team of experienced contractors, including builders, electricians, plumbers and decorators.

Think about how much time you waste waiting in for suppliers and deliveries, and running errands like collecting dry cleaning...why not let us do these jobs for you, helping you to balance your work and home life, and make the most of your free time.

An overview of our services is given below, but if you think of anything else, please do not hesitate to ask...

## Building and Maintenance Works

- Services including brickwork, roofing, guttering and damp
- Suppliers including decorators, electricians, plumbers and carpenters
- Project management of all works
- Structural and building services (reports)
- Landscape garden design/ maintenance

## Interior

- Kitchens and bathrooms
- Curtain making
- Decoration including soft furnishings, carpets and rugs

## Housekeeping

- Customer care key holding service, including:
- Dealing with arising household problems
- Looking after the house when you are away, including watering plants, hanging baskets etc.
- Carpet cleaning
- Coordination of removal and relocation suppliers

## Travel and Accommodation

- Taxis and chauffeurs
- Flight bookings
- Hotel reservations
- Venue sourcing

## Personal Entertainment

- Theatre tickets
- Restaurant reservations
- Event planning and management
- Floral requests
- Personal shopper

## Errand Running

- Dry cleaning and laundry
- Post office
- Collect and deliver shopping
- Find/ wrap and deliver a special gift
- Shoe repairs and key cutting
- Collect/ deliver prescriptions
- Formal clothing hire collection/ return

## Business Requirements

- Secretarial service
- Personalised stationery
- Couriers

*For further information or to arrange a consultation, please contact:*

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