

# ***Are You Juggling The Areas of Life Just To Get Things DONE?***

***Let Us Take On Your Daily Tasks and Let You Enjoy More Free Time***

Services Include, but are not limited to:

## **Personal Services**

Home Organization  
Bill Paying  
Resume & Document Writing /  
Formatting  
Pet/House/People Sitting  
Party/Function Planning  
Grocery Shopping

## **Business Services**

Courier/Delivery Service  
Appointment Making  
Shopping For & Delivery of Supplies  
Information Broker  
Function Planning  
Office Organization:  
Office/ /House/Apartment Finders  
**Flyers & Brochures**

### **We Can Run to the:**

Post Office, Bank, Dry Cleaners,  
Pharmacy, Video Store,  
**YOU NAME IT!**

### **Office Assistance**

Proofreading  
Typing, Filing  
Phone Work  
Computer Work



Call or Email Us Right Now For Service Or Information  
Office (734) 337-0873 ~ Email: [helpme@errands2run.com](mailto:helpme@errands2run.com)  
Visit Our Website at: [www.errands2run.com](http://www.errands2run.com)