



Beverly Hills . New York . Miami



V.I.P. ASSISTANCE SERVICES

Providing impeccable services
to distinguished individuals



V.I.P. Assistance Services, L.L.C., headquartered in Beverly Hills, California, with offices in New York and Miami, is one of the world's most exclusive, membership only, full-service lifestyle management boutiques. Our members have the most discerning of tastes, and demanding of schedules, therefore we are dedicated to providing them the highest level of service that compliments their lifestyles.

We believe that you should not have to settle for inconveniences in your daily routine, and we give you that second set of hands to ensure you don't have to sweat the small things when you are away from home. Our services, commitment, and dedication to our members, are unparalleled.

The Company

Executive Assistant Services



We provide you with dedicated, on -the- ground resources to assist you in:

- Project Planning
- Customer relationship management
- Translations Services
- Event management and organizing
- Conference call scheduling
- Document preparation
- Promotional launch management
- Calendar Management
- Social Lifestyle Management
- Contact Management





Procurement Services

When you need an item right away, let us know exactly what it is, and we will procure it for you and have it delivered or shipped on your behalf.

We are able to do the following for you:

- Holiday shopping
- Gift shopping assistance
- Hard to find items
- Private auction support
- Luxury item purchase management
- Private Shopping



Concierge Services

Our concierge service is headed up by one of the world's leading Concierges.

We will arrange for you the best of:

- Hotel reservations
- Private jet charters
- Yacht charters
- V.I.P show and concert tickets
- Spa Appointments
- Hotel/Villa/Private Residence reservations
- Limousine Service arrangements
- Sports tickets
- Tee Times



Estate Management Services

We understand the importance of having an overseas property or estate that needs personal attention.

We handle the following with care and discretion:

- Vacation home preparation
- Multi-property management
- Management and training of property staff
- Creation of property and estate policies, and guidelines for staff
- Estate event and party management
- Home renovation supervision





Relocation Services

When the challenges of moving to the US threaten to dampen your excitement about living here, count on our experience to make you feel welcome.

The following is a list of relocation worries that we can assist with:

- Local schools for children
- Where to live
- Nearby grocery stores
- Setting up utilities and phone service
- Finding new doctors
- List of neighborhood restaurants
- Setting up driving lessons and information on licenses
- Guide to places to go around town
- Arrange for housekeepers or babysitters
- Organize things to do the first week to get settled in

Logistics Services

During your trip, your personal dedicated executive assistant knows all of your preferences and overall needs, and ensures that the following are prepared for you in advance of your arrival:

- Meet and greet
- Business meeting support
- 24 hour onsite support
- Pre-Check in at hotel
- Identified interpreters
- Emergency medical services
- Local travel arrangements
- Executive protection





Your success creates a multitude of opportunities for you, it also creates an opportunity to support the charitable, educational, and personal endeavors that are dear to you and reflect your core values.

Whether you are looking for a place to begin or want to move your personal philanthropy to the next level, we assist our clients in making a difference by:

- Pairing clients with good causes
- Counseling clients on philanthropic activities
- Bringing corporate and not-for-profit together to create positive change
- Helping to plan "Passion Projects"



*Philanthropic And Charity
Management Services*

A yellow ribbon with numbers and musical notes, looping around a blue sphere. The ribbon has numbers like 58, 59, 60, 61, 62 and musical notes. The background is a light blue gradient.

Bespoke Services

The word bespoke is derived from the verb to bespeak, to "speak for something".

Although we have listed our standard services; we understand that no two clients are the same and thus, we can tailor our services so that your individual needs can be met. Therefore if something isn't listed, just say the word, and we will get it done.



VIP Lounge

Membership

We offer both Corporate and Individual Plans; with three different levels that consist of services that are limitless in scope.

- Individual Plans: Starting from \$40,000 annually
- Corporate Plans: Starting from \$60,000 annually
- Services: From \$150 hourly

We also provide non-member services for one time special projects; separate pricing is available.





ELITE	
<p>The Elite plan provides our high-profile members with an Executive Assistant and Dedicated Lifestyle Account Manager, available in the city of members choice. This intimate level of service allows your Lifestyle Manager to get to know you personally and understand all of your preferences, which will enable us to provide an un-paralleled level of service. Your lifestyle account team is available between the hours of 9:00am and 6:00pm Monday to Friday. After hours and weekend requests are available to you at an hourly rate.</p>	
Executive Assistant Services	✓
Procurement Services	✓
Concierge Services	✓
Estate Management Services	✗
Logistical Services	✗
Relocation Services	✗
Philanthropic and Charity Management Services	✗
Bespoke	✗
Inquire for fees	

AMBASSADOR	
<p>The Ambassador Plan provides our distinguished members with a Dedicated Executive Assistant, and Dedicated Lifestyle Account Manager in 3 cities of your choice. Your Lifestyle Management Team will get to know your likes and dislikes, and proactively work together to ensure that all aspects of your requests are always delivered seamlessly. Your lifestyle account team is available between the hours of 6:00am to 11:00pm Monday to Friday. After hours and weekend requests are available to you at an hourly rate.</p>	
Executive Assistant Services	✓
Procurement Services	✓
Concierge Services	✓
Estate Management Services	✓
Logistical Services	✓
Relocation Services	✗
Philanthropic and Charity Management Services	✗
Bespoke	✗
Inquire for fees	

PRESIDENT	
<p>Strictly by invitation only, the President Plan is our most exclusive individual plan. This membership plan is custom-designed to meet your individual needs. All President Plan members are assigned 2 Dedicated Executive Assistants, a Dedicated Lifestyle Account Manager, and a Managing Director. Your team works together seamlessly, to become a part of your daily life through regular communications, presenting you with opportunities of interest, and providing you with dedicated assistance 24 hours a day.</p>	
Executive Assistant Services	✓
Procurement Services	✓
Concierge Services	✓
Estate Management Services	✓
Logistical Services	✓
Relocation Services	✓
Philanthropic and Charity Management Services	✓
Bespoke	✓
Invitation only	

Individual plans

✗ Indicates service is available for an additional fee

*We also provide non-member service for one-time special projects, separate pricing is available.



SILVER	
<p>The Silver plan provides our members with an Executive Assistant and Dedicated Lifestyle Account Manager, available to you in the city of your choice. Your lifestyle account team will work together to provide you the services you require. Your team will be available between the hours of 9:00am and 6:00pm Monday to Friday, and can be contacted via phone, email, or videoconference. After hours and weekend requests will be handled for a nominal pre-determined fee.</p>	
Executive Assistant Services	✓
Concierge Services	✓
Logistical Services	✗
Relocation Services	✗
Philanthropic and Charity Management Services	✗
Inquire for fees	

GOLD	
<p>The Gold Plan provides our members with a Dedicated Executive Assistant, and Dedicated Lifestyle Account Manager. Your Lifestyle Management Team will get to know your company preferences, and will proactively work together to ensure that all aspects of your requests are delivered seamlessly. Your account team is available between the hours of 6:00am to 6:00pm Monday to Friday. After hours and weekend requests will be handled for a nominal pre-determined fee.</p>	
Executive Assistant Services	✓
Concierge Services	✓
Logistical Services	✓
Relocation Services	✗
Philanthropic and Charity Management Services	✗
Inquire for fees	

PLATINIUM	
<p>Strictly by invitation only, the Platinum Plan is our most exclusive corporate plan. Members will be assigned 2 Dedicated Executive Assistants, a Dedicated Lifestyle Account Manager, and a Managing Director. This team works together to become an extended part of your company, getting to know your corporate preferences and needs of your corporate executives. Your lifestyle management team will be available to you 24 hours a day.</p>	
Executive Assistant Services	✓
Concierge Services	✓
Logistical Services	✓
Relocation Services	✓
Philanthropic and Charity Management Services	✓
Invitation only	

Corporate plans

✗ Indicates service is available for an additional fee
 *We also provide non-member services for one-time special projects, separate pricing is available.

FAQs

What sets V.I.P. Assistance Services apart from the rest?

How does membership work?

Each member is assigned a dedicated Account Management team which consists of a Client Manager and Executive Assistant, and on some plans a Membership Director, that are available in person, via video conference, on the phone, or via email 24 hours a day, 7 days a week. Each team manages a huge variety of requests, all of which are looked after with meticulous attention to detail.

Is there a need for membership if you already have an assistant?


Traveling abroad and having to deal with on the ground contacts requires staff familiar within the territory you are visiting; our teams have specialist knowledge and excellent local contacts. This means we add

value and efficiency to our members lives. We aim to complement our members' assistants and household teams.

How are we different from our competition?

We focus on providing quality to our set of elite members, rather than trying to attract members in quantity; our membership process is very selective. We offer a higher level of service and focus on each member's individual needs. Our work and recommendations are honest and unbiased, we always perform our due diligence before making any deliverables. In addition, we make it a point of duty to stay well informed about our members' preferences and likes, so we can continuously recommend and provide services to them.





For additional questions,
or inquiries on membership,
please do one of the following:

Call Us: 1(310) 405-0937

Email : concierge@vipassists.com

www.vipassists.com