

Heidi Kent Professional Services

**“Handling The Everyday
So You Can Do the
Extraordinary”**

What are Professional Services?

With a goal of helping to manage work life needs of professionals, **HKPS** helps you with full-service personal/professional assistance. This includes house projects, house cleaning, planning a party, booking reservations, scheduling appointments, bookkeeping and any other services that may be of help to you in your busy lifestyle. Coordinating and conducting transactions on your behalf—saving you time and stress!

How can HKPS help me?

Heidi Kent Professional Services can assist with or even conduct many of the personal and/or professional needs you may have including

- **Planning and Facilitating:** Parties, meetings or social functions of any kind. If you need a reservation with a hotel, car rental, restaurants, sporting events, concerts or any other events let HKPS do this for you.
- **Delivery services:** Delivery services such as groceries, dry cleaning and other services to your home, office or wherever you are.
- **Gifts and shopping**—Sometimes there are not enough hours in the day. Personal shopping services will help you with birthday gifts, flower orders, and other hard-to-find gifts.
- **Home services**—Home renovations, house sitting services, cleaning services, landscaping services, meal deliveries and other services to help with the responsibilities at home.

HKPS is offered to you whether you are traveling, vacationing or working longer hours. A phone call or e-mail ready to help schedule and deliver on the things you need to do but simply don't have the time to do so.

Get Started. Please call **Heidi Kent Professional Services** at **508-246-1985** or e-mail heidikent22@yahoo.com today!