

Not enough hours in your day???



Heidi Kent Professional Services

“**Handling the Ordinary So You Can Do the Extraordinary**”

With the goal of helping to manage the work-life needs of professionals, **HKPS** provides you with full-service personal/professional assistance.

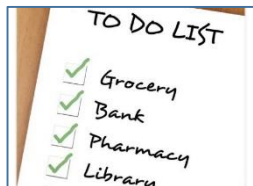
What are professional services?



Business services: Office management, bookkeeping, HR services and troubleshooting, payroll, A/P & A/R, Customer relations, yearly worker's comp & liability audit prep, year-end tax prep



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



Running errands: Providing services such as grocery shopping, picking up dry cleaning and other services to your home, office or wherever you are.



Gifts and shopping: 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.

I can help you balance your work-life needs.

Whether you are at home, traveling, vacationing or working extra hours.

Get Started. **Contact me today at 508-246-1985 or HeidiKent22@yahoo.com**