



Jane Barr Horstman
& ASSOCIATES, INC.

Jane Barr Horstman & Associates offers
Comprehensive White Glove Concierge
Personal & Professional Services



High-Level Personal Assistance (In-Person / Virtual)

- **Home Management** – multi-premises maintenance, house sitting, cleaning, décor, landscaping, pool, scheduling of staff and vehicle maintenance
- **Errands** – personal shopping, wardrobe, deliveries, scheduling vendors, dry-cleaning, repairs, etc.
- **Companion Services**
- **Hair Services**
- **Personalized gift selection and wrapping**
- **Help for the holidays and party planning** (all sizes)
- **Organization** – decluttering, down-sizing, moving
- **Travel** – comprehensive travel arrangements including drop-offs, pick-ups

Plus ...

- **Financial Management**
 - Checking and credit card accounts reconciliation
 - Bill payment, computer organization and filing
 - Tax organization
 - Management of family foundations
- **Correspondence**
 - Calendar management
 - Mail
 - e-mail
 - Holiday cards
 - RSVPs



We pride ourselves on the anticipation of your needs and offer extraordinary, personalized attention – delivered with back porch ease.

Jane's stellar reputation among her vast network of prestigious Philadelphians is a testament to superior service and attention to detail.

JBH&A utilizes state-of-the-art technologies to ensure flawless execution of all projects.

“ I am so proud to support my excellent team of top-notch professionals, many of whom have enjoyed flexible work schedules and remote access for many years. ”

Jane Barr Horstman
215-399-9436
jane@barrhorstman.com
www.janebarrhorstman.com