



**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. ”*

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