



Jane Barr Horstman
& ASSOCIATES, INC.

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



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

- **Organization** – decluttering, down-sizing, moving
- **Correspondence** (mail, e-mail, holiday cards, RSVPs) and calendar management
- **Home Management** – multi-premises maintenance, house sitting, cleaning, décor, landscaping, pool, scheduling of staff and vehicle maintenance
- **Travel** – comprehensive travel arrangements including drop-offs, pick-ups
- **Errands** – personal shopping, wardrobe, deliveries, scheduling vendors, dry-cleaning, repairs, etc.
- **Party planning** – soup to nuts, size does not matter
- **Financial Management** – bill payment, computer organization and filing, management of family foundations

Superior Professionals Support for Organizations (In-Person / Virtual)

- **Administrative & Operational** – file systems, correspondence, calendar/scheduling, monitoring virtual staff, minutes (transcription and distribution), board meeting compliance, vendors, deliveries, office supplies, comprehensive travel arrangements and event planning
- **Financial** – Quickbooks, AP/AR management, payroll, comprehensive accounting needs, banking
- **Marketing, PR & Technology** – website updating, database, newsletters, writing, editing, all aspects of project management



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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