

Errands by Lisa, L.L.C.



Lisa H. Brown
Owner / Manager

Personal and Business Services

Assisting busy individuals, families on the go, retirees, senior citizens, busy professionals, small businesses and anyone who could use an extra hand on those busy days when they need it the most. I can provide you with an affordable way to help you complete your task in order to give yourself more time for the things you want or need to do.



Shopping – office supplies, groceries, gift items, personal items, employee gifts, flowers, returns/exchanges. *Shop, wrap, deliver, pickup and put away.*



Delivery/Courier Service – Pick up or deliver mail, messages, packages, important/legal documents, confidential agreements, X-rays, medical charts, etc., to Post Office, Bank, FedEx, UPS, Businesses, Government Buildings, Doctors, Lawyers, Hospitals, Hotels and Financial Institutions. *Increase productivity and less time to be out of office.*



Office Assistance – Copying, filing, data entry, address/mail greeting cards, thank you notes or invitations, bulk mailing assistance, event organizing, party planning, marketing and advertising assistance and assist with special projects.



Home Waiting and Away Services – Wait at your home to direct repairs, installations & deliveries. Take care of your home while you are away with safety checks, watering plants, check on pets, and pick up mail/newspaper.



Vehicle Service – bring vehicle in for maintenance, inspection, registration renewal, wash or detailing.



Banking services – Deposits, document delivery, organize & balance check-book/bank statements, pay monthly bills or invoices.



Miscellaneous – pickup/drop off dry cleaning, video rentals, library books, coordinate parties, weddings, catering and other events, moving assistance, organize cabinets, closets and garages, assist with tedious time consuming task.

Don't see what you need, give me a call and I may be able to help.

Free estimates. Licensed and Insured.
www.errandsbylisa.com

985-790-0166