



madivents is an event management, public relations & assistance company

Our errand and assistance service will work for you at home in the office or where ever you need support. Whether you are a busy professional, business owner, parent or retiree, you can benefit from our services.

We offer a wide range of services customized to fit your specific needs.

What can **madivents** do for you?



madivents ltd

800.785.8498 | madivents.com



madivents ltd

errand & assistance services

We provide personal and professional assistance our goal is to provide support, whether you need help in the office or at home.

serving the philadelphia tri-state area & new york city with pleasure



madivents ltd

a la carte errand and assistance services



what can we assist you with?

we do

- event planning
- travel planning
- administrative tasks
- messenger & courier service
- organizing
- office relocation
- database creation & management
- project management

we can also assist you with

- private event planning
- personal travel planning
- elder care
- pet care
- shopping
- errands

These lists are not exclusive, so if what you'd like isn't included, as long as it's moral, feasible, and legal we will be glad to assist.

Our "menu based services" provide maximum flexibility to meet the changing needs of our customers by offering a general list of services and the option to create a service plan that works best with your needs.

Typically a business service plan is 8 to 20 hours per month and personal service plan 4 to 10 hours per month. However you may purchase as many or has few hours of service as you'd like.

pricing & rates

All services require payment upfront and costs of any items or services purchased from 3rd party vendor are solely the client's responsibility.

Special rates are available for non-profit clients. We also offer flat-fees for clients that are purchasing more than 20 service hours per month for more than 6 months.

ala carte pricing

less than 10 hours per month: \$50/hour

10-20 hours per month: \$45/hour

over 20 hours per month: \$40/hour

Call
800.785.8498
to request service
or visit us at
madivents.com