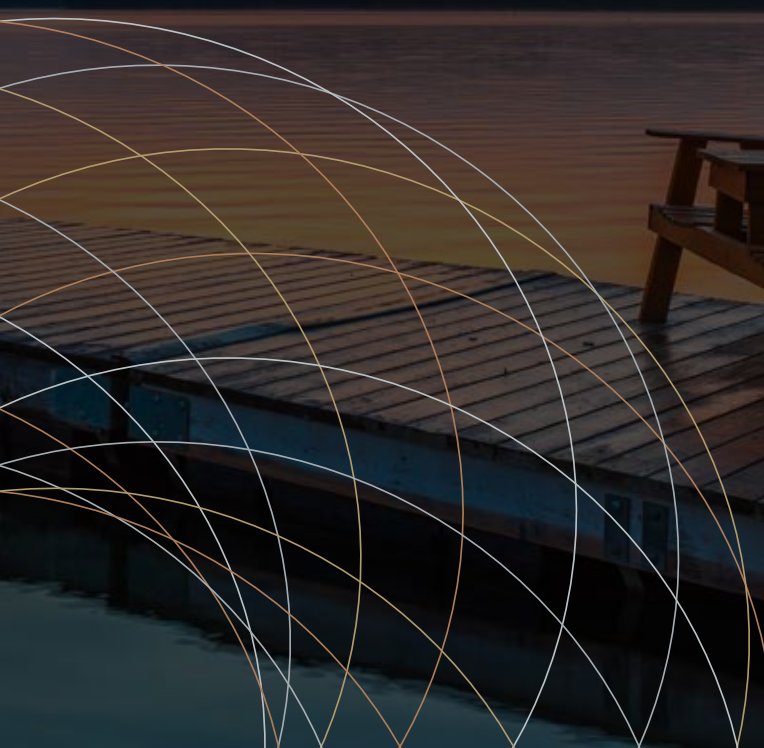


Otium

concierge



in partnership with:



MEANING OF OTIUM;

Otium, a Latin abstract term originated by the Roman poet Quintus Ennius around 190BC, has a variety of meanings, including leisure time in which a person can enjoy eating, playing, resting, contemplation and academic endeavours. It sometimes, but not always, relates to a time in a person's retirement after previous service to the public or private sector.

Otium can be a temporary time of leisure, that is sporadic. It can have intellectual, virtuous or immoral implications. It originally had the idea of withdrawing from one's daily business or affairs to engage in activities that were considered to be artistically valuable or enlightening (i.e. speaking, writing, philosophy). It had particular meaning to businessmen, diplomats, philosophers and poets.

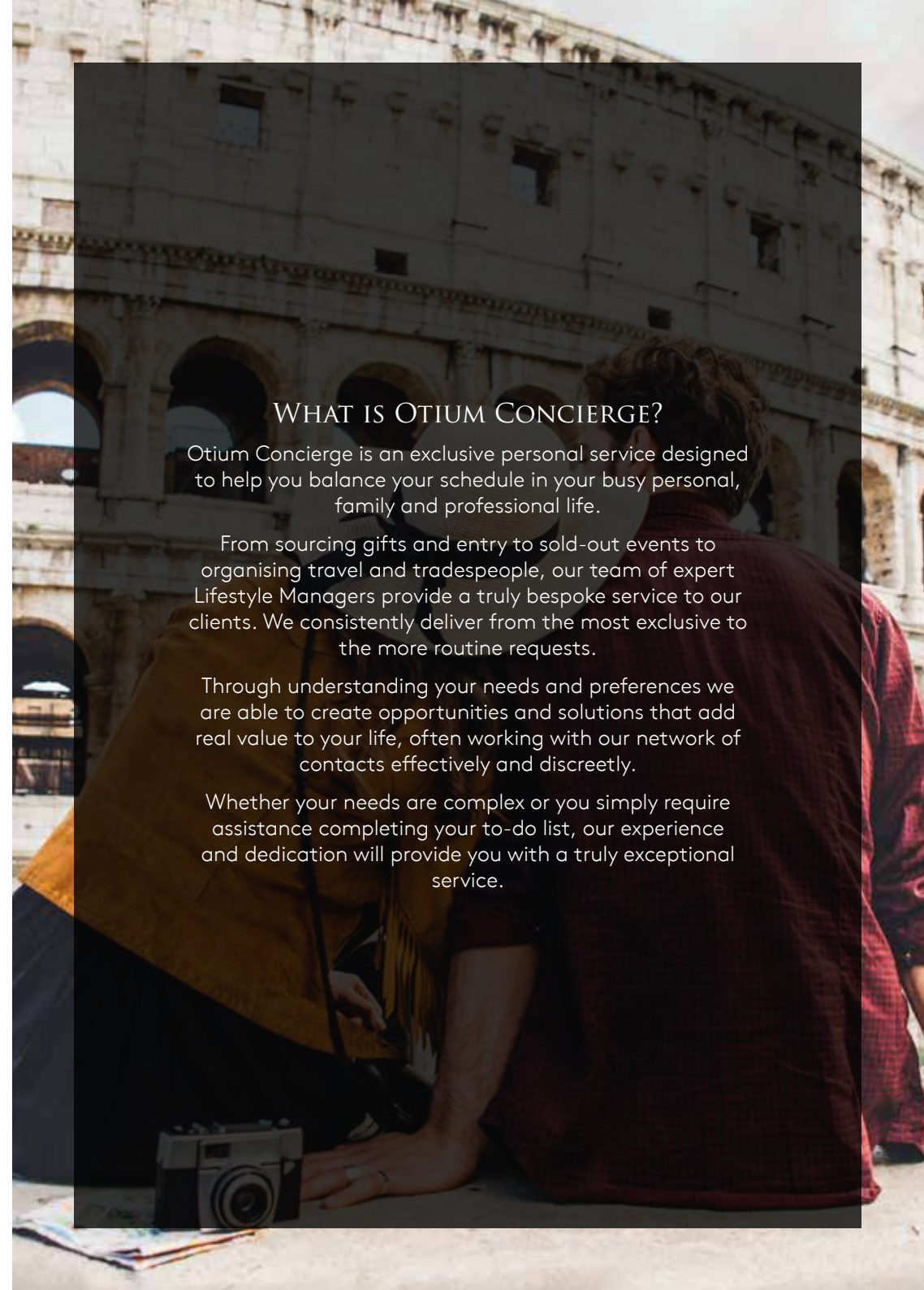
WHAT IS OTIUM CONCIERGE?

Otium Concierge is an exclusive personal service designed to help you balance your schedule in your busy personal, family and professional life.

From sourcing gifts and entry to sold-out events to organising travel and tradespeople, our team of expert Lifestyle Managers provide a truly bespoke service to our clients. We consistently deliver from the most exclusive to the more routine requests.

Through understanding your needs and preferences we are able to create opportunities and solutions that add real value to your life, often working with our network of contacts effectively and discreetly.

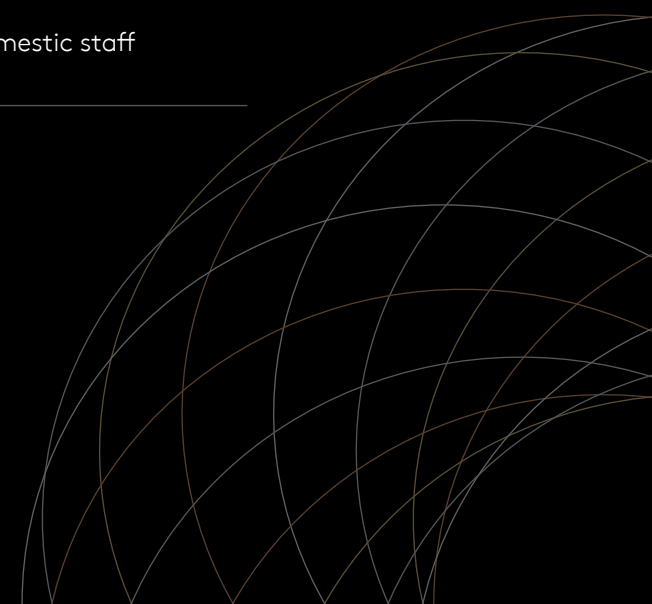
Whether your needs are complex or you simply require assistance completing your to-do list, our experience and dedication will provide you with a truly exceptional service.



OUR SERVICES



LIFESTYLE	FAMILY, HOME & HEALTH	ADMINISTRATION
Holiday booking	Organising schooling / education	Client calendar in place to remind clients of their special dates
Travel booking	Researching and booking health professionals or specialists	Researching and purchasing of utilities
Ticket reservations	Researching and booking fitness gyms and /or personal trainers	Researching and purchasing of mobile phone contracts
Restaurant booking	Vehicle searching, booking MOTs and services	Researching and obtaining quotations for insurances
Access to discounts and exclusives	Organising a tradesperson	
Gift shopping	Relocation services	
Personal shopping	Domestic staff	
Party and event planning		
Wedding planning		
Purchasing white goods and electricals		



TYPES OF CONCIERGE



CLIENT CONCIERGE

Our Client Concierge service is available to businesses throughout the UK who wish to offer a luxury concierge service to their clients. This is popular with businesses who service wealthy clients or where their clients pay annual membership fees.

We provide your clients with a dedicated service where their Lifestyle Manager will understand their needs, desires and demands and will proactively engage with your clients to ensure they receive a truly bespoke service.

This service is an exciting enhancement to a business' current offering and is a very affordable and valuable add-on. We can also white label this service for you.

PRIVATE CONCIERGE

Our Private Concierge offering is a service available to individuals or families. This is designed to benefit our clients by saving them time and providing them with a uniquely luxurious service.

We understand that busy people have busy lives and by having a designated expert that knows our clients, their affairs and preferences, we offer a truly reliable lifestyle concierge service that will become invaluable to them.

Whether our clients require assistance with routine tasks, access to sold out events or a proactive reminder that an important date is approaching, we have the resources in place to ensure that our clients' requests are efficiently completed.

EMPLOYEE CONCIERGE

Our Employee Concierge service is designed to recognise the excellence of employees in the workplace.

Our offering is an exciting enhancement for your business, where we offer a dedicated service to your employees by creating solutions to manage personal responsibilities and maximise efficiency by saving your employees valued time, energy and resources.

Employers understand that an effective work-life balance helps to increase employee productivity and at Otium Partners, we use our concierge service to help give your hard-working employees the one thing you cannot create, time. Concierge services are a rewarding initiative that many organisations are undertaking to create staff that are more focused, happier as well as more productive.

BUSINESS CONCIERGE

Our Business Concierge service is sometimes referred to as a Virtual PA. It is a service designed to take away mundane and time-consuming tasks from your business to make more time for productivity.

In the fast-paced modern business environment, the outsourcing of specific business processes to specialist external service providers is certainly nothing new. However, while IT and payroll are common streams to be handled by those with expertise in these particular areas, concierge services are often associated with individuals.



LEVELS OF MEMBERSHIP



INFINITY CONCIERGE

8AM – 8PM ACCESS TO YOUR PACKAGE
MONDAY TO SATURDAY

Lifestyle

- Holiday booking
- Travel booking
- Ticket reservations
- Restaurant booking
- Access to discounts
- Gift shopping
- Personal shopping
- Party and event planning
- Wedding planning
- Purchasing white goods and electricals

Financial

- Research and purchasing of utilities
- Research and purchasing of mobile phone contracts
- Researching and obtaining quotations for insurances

Family & Health

- Organising schooling /education
- Researching and booking health professionals or specialists
- Researching and booking fitness gyms and /or personal trainers
- Vehicle searching, booking motos and services

Home

- Organise a tradesperson
- Relocation services
- Domestic staff

Administration

- Client calendar to remind you of those important dates
- Personal administration

PREMIER CONCIERGE

9AM – 6PM ACCESS TO YOUR PACKAGE MONDAY
TO FRIDAY AND 9AM – 1PM ON SATURDAY

Lifestyle

- Holiday booking
- Travel booking
- Ticket reservations
- Restaurant booking
- Access to discounts
- Personal shopping
- Gift shopping

Home

- Organising a tradesperson
- Vehicle searching, booking motos and services

Administration

- Client calendar to remind you of those important dates

EXECUTIVE CONCIERGE

9AM – 6PM ACCESS TO YOUR PACKAGE
MONDAY TO FRIDAY

Lifestyle

- Holiday booking
 - Travel bookings
 - Ticket reservations
 - Restaurant booking
 - Access to discounts
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