



# Personal Concierge Service: Entrepreneur's Step-by-Step Startup Guide

*Entrepreneur Press*

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## **Personal Concierge Service: Entrepreneur's Step-by-Step Startup Guide** Entrepreneur Press

Personal assistants aren't just for the rich and famous anymore. More and more people are willing to pay good money for personal services that help make their lives easier. Our guide will show you how to get started in two high-paying and exciting personal service businesses: personal concierge and personal shopper.

As a personal concierge, clients will hire you to plan trips, make dinner reservations, get concert tickets, pick-up dry cleaning and myriad other errands they simply don't have time to do themselves. Love to shop? Become a personal shopper and get paid to shop for gifts, fashions and just about anything else people buy. Some personal shoppers even act as wardrobe consultants to celebrities.

Startup is easy. Overhead is low. And you can even work out of your home. All you need to get started is a phone, some business cards, and this essential guide. It teaches you everything you need to know, including:

Making the right contacts to find great business and individual clients

Using the internet to make your job easier

Building loyalty among clients and getting glowing referrals

Choosing what services to offer and setting fees

What it takes to gain the competitive edge

Whichever path you choose, our guide is your key to success. You'll learn everything you need to know to start and run your new business. Sample forms, additional resources, checklists and work sheets guide you through every step of the startup process, putting you on the road to success in your own concierge business today!

### The First Three Years

In addition to industry specific information, you'll also tap into Entrepreneur's more than 30 years of small business expertise via the 2nd section of the guide - Start Your Own Business. SYOB offers critical startup essentials and a current, comprehensive view of what it takes to survive the crucial first three years, giving you exactly what you need to survive and succeed. Plus, you'll get advice and insight from experts and practicing entrepreneurs, all offering common-sense approaches and solutions to a wide range of challenges.

- Pin point your target market
- Uncover creative financing for startup and growth
- Use online resources to streamline your business plan
- Learn the secrets of successful marketing
- Discover digital and social media tools and how to use them
- Take advantage of hundreds of resources
- Receive vital forms, worksheets and checklists
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From startup to retirement, millions of entrepreneurs and small business owners have trusted Entrepreneur to point them in the right direction. We'll teach you the secrets of the winners, and give you exactly what you need to lay the groundwork for success.

### BONUS: Entrepreneur's Startup Resource Kit!

Every small business is unique. Therefore, it's essential to have tools that are customizable depending on your business's needs. That's why with Entrepreneur is also offering you access to our Startup Resource Kit. Get instant access to thousands of business letters, sales letters, sample documents and more – all at your fingertips!

You'll find the following:

#### The Small Business Legal Toolkit

When your business dreams go from idea to reality, you're suddenly faced with laws and regulations governing nearly every move you make. Learn how to stay in compliance and protect your business from legal action. In this essential toolkit, you'll get answers to the "how do I get started?" questions every business owner faces along with a thorough understanding of the legal and tax requirements of your business.

#### Sample Business Letters

1000+ customizable business letters covering each type of written business communication you're likely to encounter as you communicate with customers, suppliers, employees, and others. Plus a complete guide to business communication that covers every question you may have about developing your own business communication style.

#### Sample Sales Letters

The experts at Entrepreneur have compiled more than 1000 of the most effective sales letters covering introductions, prospecting, setting up appointments, cover letters, proposal letters, the all-important follow-up letter and letters covering all aspects of sales operations to help you make the sale, generate new customers and huge profits.

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