

# Discretion<sup>®</sup>

Issue No. 32

THE ESSENTIAL MAGAZINE FOR ALL EMPLOYERS AND EMPLOYEES INVOLVED IN PRIVATE DOMESTIC STAFFING



## The Visual Issue

**First Impressions Count**

*plus*

**Are you Eating a Rainbow?**

**The Independent Schools Show 2010**

# Building Surveying

What lies behind what you initially see?

## Are you about to buy the home of your dreams?

Old or new it's important to carry out appropriate checks to avoid nasty surprises later on.


We are a Chelsea based surveying practice and provide a range of building surveying services to both residential and commercial customers.

For residential properties we provide:

- Home buyers report (suitable for converted properties built in the last 150 years and which are in a reasonable condition) or
- Full building survey (more appropriate for listed/older homes or for properties constructed in an unusual manner)

We are also able to assist and assure clients in all aspects of property development, from advice on planning permission, party walls, timetable and costs through to providing full project management services.

Please contact Peter Hogan on  
**020 7352 5050** email  
**surveying@hoganassociates.co.uk** or visit  
**www.hoganassociates.co.uk**

**hogan associates** 



# buy:time

When you need a spare pair of hands

**buy:time provides a unique service ideally suited to today's lifestyle trends combining your own Private Assistant with virtual secretarial support when and where you need it. With more of us living alone or couples both working long hours at demanding jobs, who is there to pay the bills or run your errands? In a nutshell buy:time is a flexible, pay-as-you-go service where a highly trained Personal Assistant works for you to provide that vital extra pair of hands.**

With no membership subscription, clients can access the service for as little as £29 per hour when and where they need it, using as little or much of the service as required. buy:time offers skilled PAs to people who either simply don't have the time or value their time at more than they pay for the service.

buy:time assigns a dedicated, skilled and experienced PA who is carefully trained to research, organise and undertake tasks on the client's behalf. Founded in 2002 by Claire Brynteson, a busy City executive, buy:time staff have a "can do, will do" attitude, where no task is too much. The aim is for buy:time to get the job done faster and better; it is what the service is all about.

"The tasks that our clients entrust to us are unimaginably diverse, but there are some core services. Having a PA to be on site to organise a house move, sort out a rental property or a refurbishment comes up regularly. Sometimes it is a combination of a virtual assistant and flexible PA to run a home office, stage an event, be it a wedding or a party, or run a diary. Whatever it is no task is too big or too small," Claire says.

"Increasingly, as people choose to work in a more flexible manner they find they require help with business administration in their home office. Knowing that the same Personal Assistant, who knows them, will come or provide virtual secretarial support when they are needed and do whatever is required, is a sanity saver". It is the perfect middle ground between the commitment of employing someone and the lack of continuity offered by using temporary staff.

For more information on the service visit  
**www.buy-time.co.uk** call **0870 486 2624**  
or email **info@buy-time.co.uk**

**buy:time**  
because there's never enough

