

Lifestyle Management & PA Services



buy:time
because there's never enough



Lifestyle Management



Business Support Services

Concierge

Introduction

“All the things I never had time to deal with are now getting done”

Do you need someone to step in for the odd hour to help? Perhaps you simply don't have time for ad-hoc tasks or can't be in two places at once. Maybe you need regular and personal assistance to manage areas of your life, including support of your business.

“I struggled to manage my career, my social commitments and domestic responsibilities and really could have done with a helping hand”, says Claire Brynteson, former investment banking professional and founder of buy:time.

Claire set up the company in 2002 to provide flexible assistance to individuals with their homes and lifestyles and to businesses in need of a competent, executive assistant on a part time or short term basis, without the need to hire someone.

Now with many years of experience, a skilled team of committed assistants, a flexible approach and the ability to work both remotely and on site, buy:time aims to change lives and it does.

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What the papers say about us...

buy:time is brilliant. It helped me set up my office at home.

Connie Jackson hired a domestic secretary after realising she was too busy to open her own post.

I was so busy I had no time for my own thing. It was the small jobs that were mounting up and getting to me - like dying from a thousand little cuts. I had to get my life organised and rang for help. buy:time is like my extra five hours a week. They do everything I wanted to do but didn't have the mental energy for.

The Independent on Sunday

I never have enough time

is a common lament these days, but we have a solution. Whether it's sorting out that epic to-do list, organising a weekend away, or helping with the Christmas shopping, buy:time can help.
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This human whirlwind of efficiency is a lifestyle manager: a personal assistant for your home life

The Evening Standard

Meet the fixers

Expert help is at hand. Here are the miracle workers you need in your little black book. *Voyager*

Neil Hutchison has become addicted to the service. If you're busy it's almost vital. They help do anything you haven't got time for. *The Wharf*

Just as the spinning jenny helped the industrial revolution, we too have an invention to oil the wheels of the 21st century life, it's called a lifestyle manager

Woman & Home

Services with a smile

Conquering your personal admin mountain is dull and daunting, but we found a breezy team of Vespa-riding secretaries who will cheerily sort out all the little things.

Harpers & Queen

You could delegate everything: your wedding; your renovation; your tax return, all of which I am sure they would handle superbly. *The Times*

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Services Overview

Designed to help you grow your business and enjoy more personal time

buy:time offers a comprehensive range of services, providing adaptable assistance to suit your needs.

Whether you are looking for a remote secretary or a real presence running your home life and supporting your business, the buy:time service allows you to keep your focus where it should be.

Lifestyle Management	Concierge Services
Personal Assistance	Travelling PA
Book Keeping	Accounting Services
Errand Running	Virtual Assistance
Event Management	Property Management



Lifestyle Management

Your private PA

A million and one things to do and no time to do them?

If you are swamped by tasks you haven't got the time to organise or just don't want to do, we can help.

Whether it's finding a new house, arranging social events or handling repairs in the home, buy:time gives you the freedom to get on with your life.

We offer flexible lifestyle management services for businesses and individuals. Simply hand us your 'to-do' list and we'll take over, whatever the size or nature of the job.

We're happy to work by the hour, by the day or to create a plan to suit you. There are no joining fees or subscriptions - simply buy time when you need it.

buy:time operates wherever you may need us; be it from your home or office, from our own desks or out and about getting things done.

- Bill paying, diary management and filing
 - Shopping and errand running
 - Sourcing, arranging and overseeing trades people
 - Travel and party organisation
 - Arranging home cleaning and managing properties
- ...and the many other duties we carry out for clients every day

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Flexible Business Support Services

All manner of business tasks are covered, including

- Administrative support
- Desk research
- Sales administration
- Presentations
- Marketing material
- Printing
- Supplier selection and management

You choose the hours you need, whether it's a few hours a week or a few days a month, we can be as flexible as your business needs

Your outsourced administration department

Regular administrative support is an increasingly popular choice for new or growing businesses and busy people, who need consistent, personal or executive assistance on a flexible basis.

Each buy:time client is assigned their own assistant who can work anywhere at any time.

buy:time offers an efficient option to handle all administration, with the added benefit of no national insurance contributions, holiday pay or recruitment agency fees.

With a wide variety of professional backgrounds, a buy:time PA may act as a secretary, management assistant, office manager or even as a virtual assistant.

The buy:time team works together in sharing knowledge and experience, and they cover each other in times of absence.

Flexible Book Keeping and Accounting Services

Your outsourced accounting department

Do you feel that there are always deadlines for your accounting, VAT or PAYE, and time is forever running out?

buy:time provides professional, friendly, financial services for both you and your business.

We provide a reliable, cost effective way of handling all your book keeping and accounting requirements, either remotely or on site at your home or office.

Our accounting services can be provided on a daily, weekly, monthly, quarterly or yearly basis

- Book keeping
- Payroll
- Management accounting
- Tax return
- Year end accounting
- Part time Finance Director

Concierge Services

With dedicated concierge available to your staff, all manner of tasks are taken care of by a single point of contact

- Restaurant booking
- Organising a plumber
- Theatre tickets
- Flights and hotels
- Car service
- Recruiting household staff

A valuable employee benefit for any business

The buy:time concierge service is designed to meet the needs of busy professionals who require day to day lifestyle support. We can assist your business across the UK and overseas, helping you support your key staff and develop customer retention.

This desk based service is provided by a dedicated team of staff who will research, organise, manage and provide general assistance. Even better to have a buy:time concierge operator on site within your company. There is nothing like a real person sitting there to make things happen and maximise the benefit.

Pricing for concierge services is customised in accordance to the individual package supplied. Every company is different and each set of needs is treated separately.



Event Management

“World class service. Thank you buy:time”

Events have a number of faces. They provide a splash of colour to our personal worlds, seek to celebrate important occasions and provide business with a platform to develop client relationships.

One buy:time customer captured our approach to event management, illustrating our proven success in organising memorable occasions.

buy:time has the tools to organise events of any nature and we can be there to ensure things run smoothly too

- Home entertaining
- Parties at venues
- Weddings and special occasions
- Trips and holidays

“ buy:time organised the programme and all the arrangements for a group of 22 friends visiting me from overseas. Liz created a once in a lifetime experience for all of us.

From selecting restaurants, hotels and clubs to arranging individual transfers, coordinating the cars, liaising with Claridge's Hotel for last minute hotel changes, BACS payments, booking the cruise boat with a great jazz band, arranging the sightseeing tour with an excellent guide etc, etc.

The key to this event was Liz's outstanding attention to detail. All 22 guests felt that Liz took personal responsibility and that she delivered a very personalised VIP service. Without buy:time this weekend would not have been such an amazing experience. ”



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Property Management

An innovative, diligent solution to care for your property

The buy:time property management service provides a unique opportunity for absent owners and landlords to enjoy total peace of mind, knowing that their property is safe and secure whilst benefitting from our cost effective 'pay as you go' system.

This service is principally aimed at home owners who are based overseas and busy working professionals who own rental properties. Neither has the time or inclination to deal with the many issues that arise from tenants or in the general day to day upkeep of the property.

buy:time clients enjoy the benefit of having their property managed by one dedicated professional who simply charges for the time it takes to complete a task. If you need us we will be there. If you do not then you can rest assured that, whilst we will be waiting for your call, you will not be paying us for the privilege.

- Sourcing tradespeople
- Project managing refurbishments
- Organising repairs and cleaning
- Opening post
- Food shopping
- Purchasing household items
- Coordinating deliveries
- Handling inventories
- Tenant liaison point
- Finance management

Suppliers

The buy:time list of preferred suppliers consists of products and services that we like and are willing to refer to our customers

Our sourcing and vetting process is well developed and particularly stringent. We share feedback internally on the services we experience and our third party supplier database is under constant scrutiny.

Our reputation depends on the work of others when suppliers are involved and we are careful to only make confident introductions.

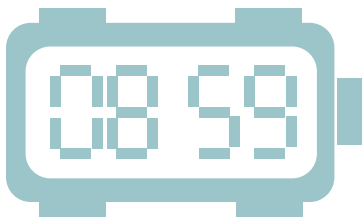
buy:time is always searching for useful services to offer our clients. Our service is not tied to any supplier and does not add surcharges to supplier fees.



What our customers say...

- “ Trista is great. She is always positive, endlessly resourceful, and takes on everything from helping us organise our engagement party to sorting out the surveyors for our apartment. Nothing is too big, too small, too easy or too difficult. ” *Matthew Gould*
- “ buy:time has arranged their service around my needs. Outstanding service and so easy to deal with. I just call my lifestyle manager and things get done! ” *Marco Di Prima*
- “ It's a fantastic and very flexible administrative business support to clients, which I find incredibly helpful to me as I manage and build my own business. My PA helps with appointments, research, presentations, correspondence, bill paying, accounts and personal things such as parties, sorting out stuff in storage, running errands when I am stuck in meetings etc. ” *Annie Coleman*
- “ I am delighted with the service I receive. buy:time helped me move house at an extremely busy time at work and without buy:time's help the move would not have been able to go ahead! ” *Jane Glass*

“ I resisted using buy:time for a long while thinking that I ‘should’ be able to cope alone with all the minutiae of my life. However, I have found it such a brilliant investment. Nothing is too much trouble, Helena does things in half the time that it would take me. She is calm, friendly, not pushy and so amazingly efficient. Having help has allowed me to focus on my business and spend more time generating income so it is well worth the investment. I think everyone should use this service! ” *Camilla McGill*



“ I have found the service to be enormously helpful: there are so many small things that need to get done and they always seem to crop up when you are at your busiest professionally. I have found Liz to be extremely responsive, versatile and most importantly she gets on with things and gets them done to an extremely high standard. ” *Margaret Exley*

“ I have become addicted to your efficiency! ”
Beatrice Holland

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Pricing

By the hour

For flexible use on a simple 'pay as you go' basis, buy:time offers an hourly rate for one off tasks or discounted prices for blocks of hours.

20 hours at £29 per hour

10 hours at £33 per hour

Individual hours at £39 per hour

Regular Work

We support our regular clients on agreed terms from £25 per hour.

buy:time is covered by public liability and professional indemnity insurance

We accept most major debit and credit cards and offer direct debit facilities to automate customer payments

Prices are subject to standard rate VAT

Gift Vouchers available in any denomination of hours

“The perfect gift for the person who has everything but time. buy:time gift vouchers allow you to give a loved one the unusual and precious gift of an extra hour or two in their day.” *Vogue*

