



WHAT AVENUE8 CONCIERGE CAN DO FOR YOU

- Supporting simple office operations when members are out of the office (e.g. checking for mail, taking messages, etc)
- Help organize onsite meetings and events
- Running simple errands around the office
- Arranging for mail & package dispatch
- Print, scan, and photocopy documents
- Making restaurant reservations
- Making travel arrangements
- Brewing your favorite coffee drink
- Arranging airport transfer
- Providing local F&B deals (coming soon!)

If you do not see what you need on this list, please do not hesitate to check with us.

This list is subject to change without notice.