

Your own **personal** admin assistant



“Like having a really competent family member on tap”

Who are we?

Our PA's are headed up by Emily Allchurch, a practicing solicitor who is also a specialist accredited Solicitor for the Elderly.

Each PA has been hand selected by Emily for their love of admin, their experience and professionalism and their passion to help others, as well as their integrity, honesty and reliability. All have undergone Dementia Friends training to support their role.

We are fully insured, as are any tradespeople and carers that we work with.



Our PA's are waiting to **make your life easier**

Call us today on
01243 680 680
with no obligation

info@enableltd.com

www.enableltd.com

We have offices at
Old Market House,
Market Avenue, Chichester



We have 3 service packages to choose from:

Silver

£17.50
per week

- ✓ Checking and dealing with post – redirection and mail forwarding if required
- ✓ Checking bank statements
- ✓ Letting you know if there is anything unusual in your statements
- ✓ Appointment reminders
- ✓ Paying your utility bills, setting up direct debits
- ✓ Home insurance renewal
- ✓ Car insurance renewal

At last, your own personal assistant that will make your life easier.

Your PA can handle all your post, bills, household and car insurance, manage your accounts, arrange appointments, find and arrange care, gardeners, tradespeople, replacement white goods and even order your weekly food shopping and have it delivered!

Not everyone enjoys admin but our team of PA's would go so far as to say they love it and that passion comes across in the service we provide.

Gold

£42.50
per week

Silver plus:

- ✓ Providing you with an easy read breakdown of income and outgoings
- ✓ Benefit entitlement check
- ✓ Arranging gardener
- ✓ Arranging cleaner
- ✓ Arranging tradespeople
- ✓ Booking taxis for appointments
- ✓ White goods sourcing, purchase, delivery and fitting
- ✓ A free Will health check, ensuring your legal documents are up to date

Platinum

£75
per week

Silver & Gold plus:

- ✓ Completing benefit applications forms with you
- ✓ Meeting tradespeople at your home
- ✓ Weekly food shopping ordering and arranging delivery
- ✓ Organising carers
- ✓ Organising doctors, dentists, chiropodists, audiology, opticians and other professional appointments
- ✓ Meeting with your financial advisor on your behalf or with you
- ✓ Meeting with your accountant on your behalf
- ✓ Typing letters for you



“Many thanks for all your help and kindness, as always you have been very supportive – what would I do without you?”



“The staff are all friendly, efficient and the excellent service is reasonably priced.”