



# Concierge Services

Performance-based Solutions, Inc. (PbSi) is a Professional services firm with over 12 years of experience in providing Specialized Training; Project Management; Conference Planning/Event Management; and IT Support services in the Washington metropolitan area. In our efforts to support the ever-evolving and time consuming needs of busy people and organizations, we have now expanded our service offerings to include: “CONCIERGE SERVICES”. PbSi’s Concierge support will ensure that personalized services are provided with excellence and timely, as requested. Our goal is to provide our clients with top value for their investment. From the mundane to the extraordinary, we help clients focus on what they do best by doing what we do best. Our Concierge services can greatly benefit your organization by bringing real value to your customers; constituents; guests and others you serve.

## OUR TEAM

PbSi will provide a team of screened and skilled concierge staff to support your requests from initial contact to task completion. Our team will deliver the services requested with the utmost professionalism and confidentiality to ensure a successful and pleasant experience. We will utilize our wealth of industry experience to provide guidance, recommendations, information, and assistance. PbSi Concierge Service is linked to a network of private and public sector partners, programs and resources.

## OUR SERVICES

PbSi offers a range of concierge and event management services to include:

- Front Desk Support for Office Buildings/Condominiums
- Assistance with Hotel and Other Lodging Accommodations
- Hospitality Solutions (e.g. Tour Arrangements/Dinner Reservations, Plays, Shopping, etc.)
- Onsite and Virtual Meeting Support
- On-site/In-House temporary office staff
- Local and/Long Distance Travel Assistance
- Senior Residential Support Services
- A single point of access to information
- Customized guidance in selecting the most relevant resources that best meet your needs
- Direct referrals to our network of partners



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