

A little less on your list

Illustrative visit | Groceries, errands, organizing and technology help

This is a fictional example of a planned everyday visit. It contains no real client details and is not a testimonial. Your task list, timing and price are agreed separately.

An everyday household catch-up

Illustrative four-hour visit | 240 minutes in total

Visit summary

The agreed groceries and parcel return are handled, the entry cupboard is easier to use and the printer is connected. Receipts and a brief update are ready for the client.

Groceries and household supplies - Completed

Bought the approved items within the agreed spending limit, put groceries away and saved the receipts. One unavailable item was left off the purchase rather than substituted without approval.

Parcel return - Completed

Dropped off the prepared parcel using the client's return instructions and saved the drop-off confirmation.

Entry cupboard - Completed

Grouped shoes, bags and everyday supplies into accessible places using the client's existing storage. Set aside possible donations for the client to decide; nothing was discarded without approval.

Printer help - Completed

Connected the printer to the agreed device, checked a test page and left simple steps for printing again. Account details remain with the client.

Continue to page 2 for the follow-up decisions, receipts and complete four-hour time record.

A clear finish to the visit

Illustrative example only | Companion to the completed task list on page 1

Next decisions

The client can decide whether to approve a substitute for the unavailable item and which items, if any, should be donated. Any donation run or additional shopping needs an agreed next visit; it is not included in this example.

Receipts and records

A real completion update can include purchase receipts, the parcel drop-off confirmation and relevant photos taken with permission. Purchases are recorded separately from service time. This sample includes no client receipts or photos.

Example time record

Activity	Minutes
Planning and task instructions	15
Task-related travel	30
Shopping, parcel return and putting groceries away	70
Entry cupboard organizing	75
Printer setup and explanation	35
Completion update and receipt record	15
Total - 4 hours	240

240 minutes = 4 hours. Planning, task-related travel and the completion update are included in this total. Actual timing depends on the list, distances, queues and the work needed; this combination is illustrative, not a fixed package or a guarantee of what fits in four hours.

Build your own task list

Choose the tasks that are useful to you. Errands, organizing, deliveries, vehicle appointments, home technology, suitable meal preparation and hosting can form different visits. Property checks, arrival preparation and seasonal projects are also available. Purchases, outside vendors and applicable extra charges are separate; additional time requires an approved quote.

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