



Valet d'Anniviers
Property Management
& Concierge Services

PA Services

Mail Handling

Our mail handling service is ideal for anyone who visits infrequently and therefore would like to have their mail redirected to another address. We check your mail at regular intervals (quarterly or monthly) and redirect as instructed.

Cost of service – Cost of postage plus an annual charge of CHF 120 (quarterly service) or CHF 320 (monthly service)

Parcel Collection

If you need to have a parcel or package delivered to your home in Val d'Anniviers, we can arrange to have it collected and delivered to you on your arrival in resort.

Cost of service – CHF 30 per item, plus any import taxes due

Bill Paying

If you need someone locally to sort out all your Swiss bills, we can take care of bill paying for you. All we need is to have your bills sent directly to us and to be provided with a float to enable settlement.

Cost of service – CHF 200 per annum plus cost of bills

Representing you at annual owners meetings

If you own a property where an annual owners meeting takes place, but you are unable to attend, Valet d'Anniviers is able to attend on your behalf. We are happy to be your proxy and take instruction from you in order to represent your issues / views at any management meeting.

Cost of service - CHF120 per meeting.

Secretarial Services

We provide a complete range of secretarial services for you, from word processing to slide presentations, spreadsheets to databases. We can also send and receive faxes and emails. So, if you have brought any last minute work to finish for the office, or something comes up whilst you are here, you have access to the staff



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and facilities to enable you to outsource whichever elements of your work you choose. We can also arrange to have this delivered to your chalet or apartment for an additional CHF 30.

Cost of service -

Word processing (Word or Pages) - CHF 60 per hour

Spreadsheets (Excel or Numbers) - CHF 60 per hour

Slide presentations (PowerPoint or Keynotes) - CHF 60 per hour

Databases (Access) - CHF 90 per hour

Faxes and scanning - CHF 2 per page

Printing - CHF 1 per page

E-mails - CHF 1 per e-mail

Translation

If you have any need of a translation or an interpreter, we can arrange one for you.

Cost of service - CHF10 per arrangement plus costs of translator / interpreter

Phone Calls

If you need any calls made on your behalf, we can do them for you.

Cost of service - individually priced

Party Planning

If you need any event organised whilst you are here - from an evening drinks party to a children birthday party, or maybe even a visit from Father Christmas, we can ensure all the details are taken care of for you, so you can relax and enjoy yourself

Cost of service - individually priced

Travel Arrangements

If you need any travel organised, we can organise it, whether you are here or back home. Whether it is simply a ticket for a bus trip to Sierre, or a return rail journey to Geneva airport, or whether you need someone to do the research for your holiday to Australia, we can do everything from internet research to booking and reserving flights, accommodation and restaurants.

Cost of service - individually priced



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Internet Research

If you need any research undertaken, but do not have the time to undertake it yourself, we can do it on your behalf.

Cost of service - individually priced

Proof Reading / Editing

If you need anything proof read or just would like a second pair of eyes to go through something we can offer this service.

Cost of service - CHF60 per hour

Data Entry

Perhaps you would like your address book on line, or your contacts copied from one source to another and tidied up. Whatever the task no matter how large or small we can organise it on your behalf.

Cost of service - CHF60 per hour

Gift Sourcing / Buying

If you need a present organised for any event or special occasion whilst you are here - we can either come up with a short list of ideas for you, or we can purchase, wrap and deliver your present. Alternatively, if you suddenly remember a gift is required for someone back home, we can purchase on-line and arrange delivery for you.

Cost of service - individually priced

Diary Management

If you need someone to manage your diary and appointments, or perhaps you want a reminder whenever it is someone's birthday, whether here or in the UK, we can take sort it out for you.

Cost of service - individually priced



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Miscellaneous Services

We can take care of any ad hoc tasks and requests, from organising insurance to sorting out your next holiday, or from fitting ski racks to importing your car to Switzerland. Please contact us to discuss your personal requirements and to obtain a quotation.

Cost of service - CHF60 per hour or priced per job