

**The Remote PAs**  
[Help@TheRemotePAs.com](mailto:Help@TheRemotePAs.com)  
(310)903-3306

- Administrative Support
- Arranging Child Care, Educational Support & Activities
- Contact Management
- Correspondence
- Elder Care & Life Enhancement
- Errands – Grocery, Dry Cleaning, Etc.
- Entertainment & Event Planning
- Gift Selection & Wrapping
- Household Management
- Interviewing & Hiring Coaches & Trainers
- Meal Planning & Restaurant Reservations
- Organizing Homes & Offices
- Pet Care
- Philanthropy Ventures
- Research
- Security Planning
- Scheduling & Calendars
- Special Projects
- Staff & Vendor Management
- Streamlined Moving
- Technology Upkeep
- Time Management
- Transportation & Travel Arrangements & Itineraries
- Updating Records
- Vehicle Maintenance & Repairs