

Finis Concierge, Inc. January Newsletter

January 2010

Happy New Year!

We excitedly welcomed another "Finis Mini" in December -- Allison Nadeau, concierge and manager of Finis's Cape and Islands office, gave birth to a healthy and beautiful baby girl, Mia Grace -- see her gorgeous photo below.

We are looking forward to an exciting 2010 and wishing you a year filled with happiness, good health and adventure.

Best wishes,

Chantal and Ed Boxer

Finis Concierge, Inc.



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Getting and staying organized in 2010



Finis Concierge spends a lot of time helping clients stay organized. Not only does this save our clients time but it creates a less stressful environment. The first month of the year is a great time to get organized in order to catch up from last year and/or to stay ahead of the new year so we wanted to share some of the following tips that you can use:

In your office: Create a quick and easy filing system using three folders or bins. Label the folders or bins, to shred, to file, to do.

Whenever you receive a piece of paperwork put it in the appropriate folder/bin immediately. This elimination of clutter on your desk will help you stay organized and motivated.

For your closets: With closet space, more seems to be less. There are a variety of

space saving storage items that can be used to streamline your closet. Set an appointment with Fini Concierge for a space evaluation and we will recommend items that will redefine your closet.

Taxes: Don't wait until the last minute. Choose a file box, shoe box or similar receptacle, one for personal and one for business tax documents. Through out the year print or file documents into the appropriate box immediately. By the time you need to file taxes, your paperwork will all be in one place.

Dates, appointments & birthdays: Send important dates and appointments or friends and families names and birth dates to Fini Concierge. We will notify you two weeks before an important event or a loved ones birthday to remind you that it is time to choose a gift or pick out a new dress. We can come to your office to set up your online calendar and reminders as well.

Your music collection: There are services that will load all of your music to your iPod or another player and then will deliver them back to you on a hard drive or on DVDs. Contact Fini Concierge for an estimate and to ship your CD's for you.

Your documents: Scan documents to be saved digitally. You can then store or shred the documents to save space and to find information quickly. Contact Fini Concierge to obtain an estimate for this service.

Your bills: Send Fini Concierge your monthly bills and we will arrange to have them paid for you.

If there is any other space or part of your life that you need or want organized, contact Fini Concierge to assist you!

Simplified Events for a perfect Valentine's Day!



Simplified Events is designed to make your party planning simple and easy. By using Simplified Events, you will feel like a guest at your own party. We'll handle as much of the planning and coordination as you wish so that you can just show up and enjoy.

Planing a special event for Valentine's Day can be simple and classic for just the two of you or it can be a sweetheart mixer or single's soiree. The following are ways that Fini Concierge can assist you in making this a perfect Valentine's Day event.

- Ordering stationary (invitations, place cards, menu cards) and coordinating RSVPs.
- Arranging for a catered dinner for two or providing menus ideas and/or delivering food and beverages.
- Providing ideas and shopping for a perfect Valentine's Day gift or picking up guest gifts, favors and decorations.
- Setting any event related appointments and meeting all on site deliveries.

- Coordinating set up and breakdown of the event so you are not running around before your dinner and so you can relax when it's over.

Contact Fini Concierge right away to discuss your ideas and plans.

Wine of the Month



The Seventy-Five Wine Company 2007 The Sum

"The real star, and a great bargain, is the 2007 Sum - The Seventy-Five Wine Company. This is an absolute steal when it comes to high-class wine. A blend of 75% Cabernet Sauvignon, 15% Syrah, and 10% Petite Sirah, there are 5,200 cases of this wine, which is truly outstanding and an amazing value. Sweet blue and black fruits, camphor, and spice box all jump from the glass of this dense, medium to full-bodied, juicy, supple wine, which is a hedonist's dream come true. This is a beauty to drink over the next 4-5 years. California and Napa Valley need wines like this. Don't dare pass it by!"

90 Points Robert Parker, Robert Parker's Wine Advocate, December, 2009

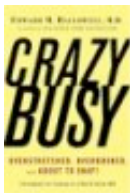
- 1-5 bottles price: \$23.75
- 6+ bottles price: \$22.50

Please click on the following link to order your wine. Once your order is submitted Fini Concierge will take care of the details.

[Order Form](#)

Enjoy!

Crazy Busy Tip of the Month



Incorporate Human Moments This Month

Human moments are quite different from "techno moments". Even though you may "connect" with friends online, relationships that are fostered entirely this way are generally more superficial in nature and leave us still disconnected.

If you find that you are a "frequent" online connector, try an experiment. Commit to turning off your cell phone and computer at 6pm one weekday evening a week. (You can even put an autoresponse on your email account if you feel you need to: for emergencies, call me on my land line!)

Then, spend the time connecting and having fun. Talk about your days, ideas, or what's in the news. Play games with your kids, help them with their homework, or read stories. Go out to dinner. Use your imagination, just get connected!

For more information please click on the following link: [Crazy Busy Life](#)

CrazyBusy: Overstretched, Overbooked, and About to Snap! Strategies for Coping in a

Fini Happenings



Happy New Year to all of our clients and service providers!

Fini Yard Sale



Fini frequently receives requests to resell items that our clients own. Often times, they have moved and just don't have space for certain items. Other times they have vintage or custom pieces that they no longer use or wear. To assist our clients in reselling their items we will be listing them here. If you are interested in reselling or purchasing an item from the Fini Yard Sale, contact us and we can arrange for pick up and delivery.

Fini Community Corner



Please contact Fini Concierge if you would like to share your event with our community.

Upcoming & Ongoing Events



19th Annual Boston Wine Expo: at the Seaport World Trade Center on January 23rd-24th. For more information please click on the following link: [Wine Expo](#)

Cape Cod Symphony Orchestra Concert: at the Barnstable Performing Arts Center in Hyannis January 23rd-24th. For more information please click on the following link: [Cape Symphony Concert](#)

Reminders



Martin Luther King Day is on January 18th.

Select 2010 single game tickets for the Boston **Red Sox** are on sale now. Please click on the following link for more information: [Red Sox Tickets](#)



Keep up to date on all Fini happenings and become a **fan on facebook**. To become a fan just type Fini Concierge into the search engine on any facebook page.

Fini Website Additions: Check out our new and expanded services. Please click on the following link to learn more: [Fini Concierge Services](#)

Fini "In the News": Check out the most recent media coverage highlighting Fini Concierge. Please click on the following link to read about us. [Fini In the News](#)

Contributors

THANK YOU!

Thank You!

Thank You!

Thank You!

Thank You! **vinodivino**, a real wine shop in Newton, MA

Fini Concierge would like to thank the following individuals for contributing to our newsletter. Please contact Fini Concierge if you are interested in any of the services offered by our contributors.

Fini Links...

- [More About Fini Concierge](#)
- [Additional Services](#)
- [Fini In The News](#)
- [Client Testimonials](#)

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