



Leverage Concierge offers a wide range of direct and referral services to save employees time and money and make life easier.

Leverage Concierge Benefits

Unlimited virtual personal assistance, information and referrals to address life's many responsibilities:

Personal Services

- Vacation and Travel Planning
- Home and Car Repair Referrals
- Spa and Gym Recommendations
- Holiday Assistance
- Child, Elder and Pet Care Referrals
- Personal Requests
- Car Rental Reservations
- Restaurant Reservations
- Event Planning
- Maternity Concierge

Errand Running*

- Meal and Grocery Delivery
- Flower Delivery
- Shopping and Returns
- Post Office, FedEx and UPS Services
- Watch and Shoe Repair
- Dry Cleaning Drop-Off and Delivery
- Waiting in Line for Services and Purchases

Leverage Concierge benefits are employer-sponsored. Employees are responsible for paying any direct costs for services or merchandise purchased.

**Errand Running is available Monday through Friday from 9AM to 5PM local time. Errand runners are limited to a 20 km radius. Errand running benefits are free to use for Associates and Counsel. Partners are responsible for errand running fees at a rate of \$125/USD-hour or local currency equivalent. All individuals are responsible for payment of goods and/or services in association with the errand provided. Errands are limited to 4 hours max, per person per month.*

Accessing Leverage Concierge benefits is easy.

080026959

leverageconcierge@tenegroup.com

Skadden

