



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.

**0120409746**

[leverageconcierge@tengroup.com](mailto:leverageconcierge@tengroup.com)

**Skadden**

