

# Island Concierge Services

Your Life. Our Time.

info@gcics.com

## Price List & Terms

Galveston, Texas

Item	Description:	Rate:
On-Site Management Local Contact	<ul style="list-style-type: none"> <li>Local Contact for Rental Guests</li> <li>Correspondence with guests after initial booking</li> <li>Take all calls from travelers during their stay at the property</li> <li>24 hour on-call service (does not include emergency on-site visits, billed separately)</li> <li>Coordinate check-in procedures with guests</li> <li>Schedule cleaning, repair and maintenance as needed</li> <li>Walk through of property after guests have departed. Report any damage or loss (includes 4 per month) additional walkthroughs are \$20 per visit</li> <li>Weekly security walk of grounds and house/condo when not occupied to ensure property is secure is in order</li> </ul>	\$175 Monthly recurring fee
Expanded On-Site Management Local Contact	<ul style="list-style-type: none"> <li>Local Contact for Rental Guests</li> <li>Correspondence with guests after initial booking</li> <li>Take all calls from travelers during their stay at the property</li> <li>24 hour on-call service</li> <li>Coordinate check-in procedures with guests</li> <li>Schedule cleaning, repair and maintenance as needed</li> <li>Walk through of property after guests have departed. Report any damage or loss</li> <li>Weekly security walk of grounds and house when not occupied to ensure property and house is secure is in order</li> <li>2 On-site Service Calls as needed (\$100.00 Value)</li> </ul>	\$200 Monthly recurring fee
Emergency Service Response	Respond to request, make visit to home and ensure emergency is taken care of i.e. lock out or maintenance issue	\$50.00 + \$25 after hours
Grocery Shopping & Kitchen Stocking	Grocery shopping, done within 48 hours at the store of your choice. If you need the task to be completed within 8 hours of booking, there is an additional \$10/hour rush fee. (Plus cost of items purchased)	Fees + cost of items \$0.00 - \$100 = \$30 \$100 - \$200 = \$45 \$200 - \$300 = \$65 \$300 - \$400 = \$75 \$400 - \$500 = \$85 \$500 - \$600 = \$100  Plus delivery fee \$15.00 Galveston \$20 West Island

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Item	Description:	Rate:
Cleaning Service	House cleaning after guests' departure. Includes linen change and the following: kitchen, bath, living room and bedrooms, focusing on vacuum, sweep, mop, wiping down countertops and other areas specified	See attached
Deep Clean of Home	Deep clean of kitchen, bath, and bedrooms, focusing on all the pesky little details: vacuum, sweep, mop, scrubbing tubs/sinks/toilets and wiping down countertops. Depending on size of home, this task is usually a 3-5 hour job.	See attached
Greeter Service	Meet family members & Guest with keys and local information Give a tour of the home and ensure guests know all of the features and how things work.	\$35.00 Flat Fee \$50.00 West Beach
Open Residence for the Season	Before your return, we can prepare your home to your exact specifications. This includes: Adjust AC to comfortable temperature Ensure lighted entry for night arrival Light dusting and dry mop floors Turn on hot water heater	\$50.00 Flat Fee
Close Residence for the Season	Immediately after you leave we can prepare your home for your absence. This includes: Garbage Removal Dishes washed, dried and put away Turn off hot water heater Adjust AC to energy efficient temperature Activate and check security system Ensure all windows are closed and locked Full house cleaning (additional fee)	\$50.00 Flat Fee
Travel Size Amenities for guests	We will be happy to provide travel size amenities such as shampoo, body lotion and soap for your guests.  Additional VIP Treatment we can provide Robes, slippers and welcome baskets	Request price list
Hurricane Preparation	Install hurricane protection systems and store any patio furniture and or loose lawn items	\$40.00 hour
Errand Running	Errand Running, done within 48 hours, hourly rate. If you need the task to be completed within 8 hours of booking, there is an additional \$10/hour rush fee.	\$30.00/hour

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Wait Service	Repair or Cable guy coming? We'll meet the repair technician at your home, wait and ensure the service is completed in a timely manner.	\$30.00/hour
Post-Storm Inspection (Includes photo report)	Conduct a visual inspection of the property interior and exterior. Document any visible damage. Repairs (additional cost)	\$40.00 hour
Home Reorganization - Garage Shape-ups	Our team will overhaul and organize your garage to simplify your life. Includes consultation on types of organizational supplies to get, based on your needs/budget, tips on easy tool storage and on excess disposal. Hourly rate, plus cost of organizational supplies.	\$35.00/hour

1. There is a one hour minimum charge for services
2. \$25.00 additional fee for any requests outside of normal working hours
3. \$50.00 additional for holidays