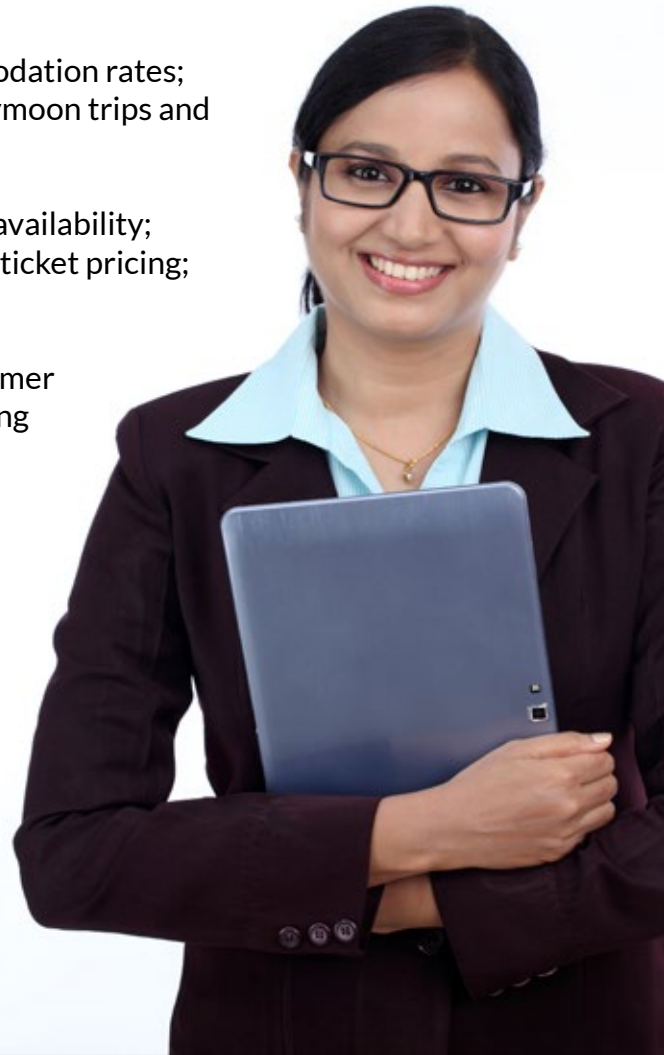
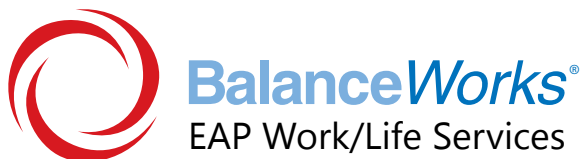


Personal Assistant Services

Your **BalanceWorks** EAP benefit provides you with a Personal Assistant (PA), a research specialist who can assist you with any type of research, providing referrals and information on virtually any topic. Unlimited requests can be made by calling 1.800.327.2255, by logging on to www.mybalanceworks.com, or by logging onto the **BalanceGo** mobile phone app.

- **Holiday or Special Gift Shopping:** Searching for the perfect present that you're having difficulty finding.
- **Event Planning:** Finding a caterer, a party venue, a harpist for your special event, including holiday parties, weddings, birthdays, anniversaries.
- **Pet Sitting/Boarding:** Finding someone to care for Rover or Fluffy while you're out of town.
- **Travel Coordination:** Comparing airfares and hotel accommodation rates; finding cruises and car rental information; researching honeymoon trips and vacation tours.
- **Dining and Entertainment:** Researching dinner reservation availability; checking tee time availability; researching concert & theatre ticket pricing; finding winery tours.
- **Children:** Finding a pediatrician, after-school programs, summer camps, tutors, piano lessons, and college information, including scholarships.
- **Your Home:** Finding a cleaning service, a handyman, an interior designer or a landscaper; researching information due to relocating (housing or apartment prices, taxes, school district information); researching moving companies.
- **Relocation:** Finding a realtor; researching housing costs or schools in your new area.



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log-on at www.mybalanceworks.com,
or log-on to the **BalanceGo** mobile phone app.