

VIPFOCUS

Amsterdam & Schiphol Airport Business

Subject: Certified “Directors Chauffeur / Personal Assistant” services offered

Dear Sir / Madam,

I am pleased to inform you about Vipfocus.nl' Directors Chauffeur services for VIPs, executives and top managers. The Vipfocus.nl employee, in addition to his/her services as a director chauffeur, will assist you in common daily activities as a Personal Assistant (PA) with tasks such as:

- Scheduling appointments
- Handling mail and email
- Planning meetings
- Welcoming guests
- Client relationship management
- Making travel arrangements
- Logistics for international travel and planning

At Vipfocus.nl efficiency, time management, best services and quality are all paramount.

Vipfocus.nl not only attaches great importance to your working environment but also to your privacy and wishes.

We will always adhere to your indicated boundary of service required.

We guarantee that you will always have *an impressive limousine* and be worry-free to work while travelling.

The characteristics of the Vipfocus.nl employees can best be described as a commitment to service, discretion, accuracy, initiative, unflappability and flexibility.

Vipfocus.nl executive chauffeurs all have CCV-D1 diplomas. This guarantees **safety** and **quality**.

We focus on providing our services to bank directors, directors of insurance companies, Board members and senior executives of media companies and hospitals. Our current clients in this segment are very satisfied with our service, giving us excellent feedback.

Service and remuneration are established in consultation and through clear written agreements.

The following primary and core values of the client represent Vipfocus.nl first:

attitude and trust. friendship and loyalty, discretion, consistency, accuracy, flexibility, positive

If the above offer has aroused your interest, please contact us. We will take your wishes and identified needs and offer a clear, no-obligation, customized quote.

Thank you for your attention and looking forward to collaborate with you, I remain,

yours sincerely,



VIPFOCUS

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