

**is a new concept, developed to taking care of
the most precious and important in your life:**

“Your Family, Your Home and Your Time”

**Your “to do” list
is our business**

**You name it
we do it**



LuxAdministration Group

Mission

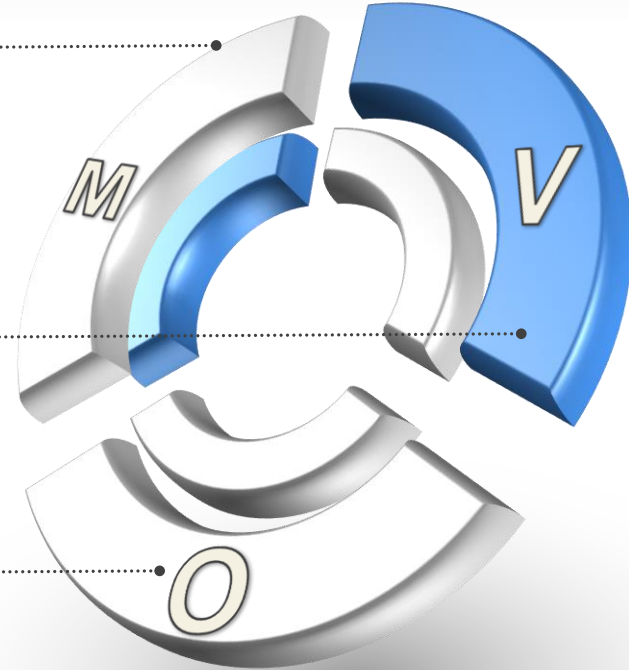
is to provide you with tailored, quality support on time and within budget and be your unique single provider for any service.

Vision

- Guaranteeing efficient support
- Becoming a service provider of Excellence
- Striving to enhance administrative and logistics support through the best use of the process
- Identifying new customers
- Exploiting new business opportunities

Objectives

- Making happy families and customers
- Continuously improving relations with our customers and partners
- Minimising response time
- Enhancing timely execution of customer requirements
- Developping and implementing new services
- Maintaining an efficient quality management system
- Improving processes and procedures
- Fostering a rewarding, stimulating and creative working environment for our staff and suppliers



LuxAdministration Group sàrl :

your single unique excellence support service provider

a smart way to get your daily recurring or one time tasks and requirements done by outsourcing to us. We will find the experts to help you and be on your side every step of the way.

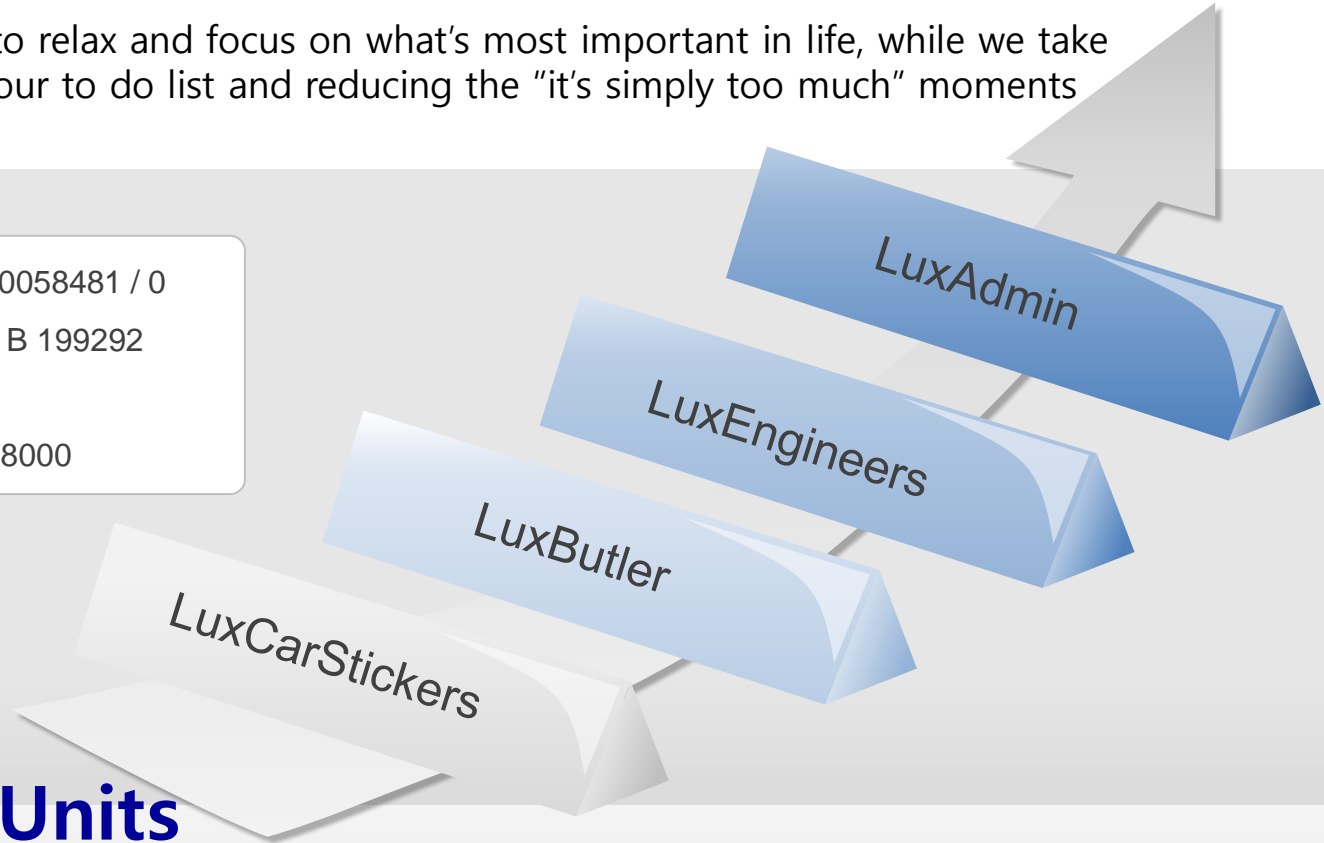
the solution for you to relax and focus on what's most important in life, while we take care of working off your to do list and reducing the "it's simply too much" moments

Ministerial Authorisation N° : 10058481 / 0

Commercial Authorisation N° : B 199292

VAT N° : LU27870445

BCEE LU55 0019 4655 0170 8000



4 Support Units

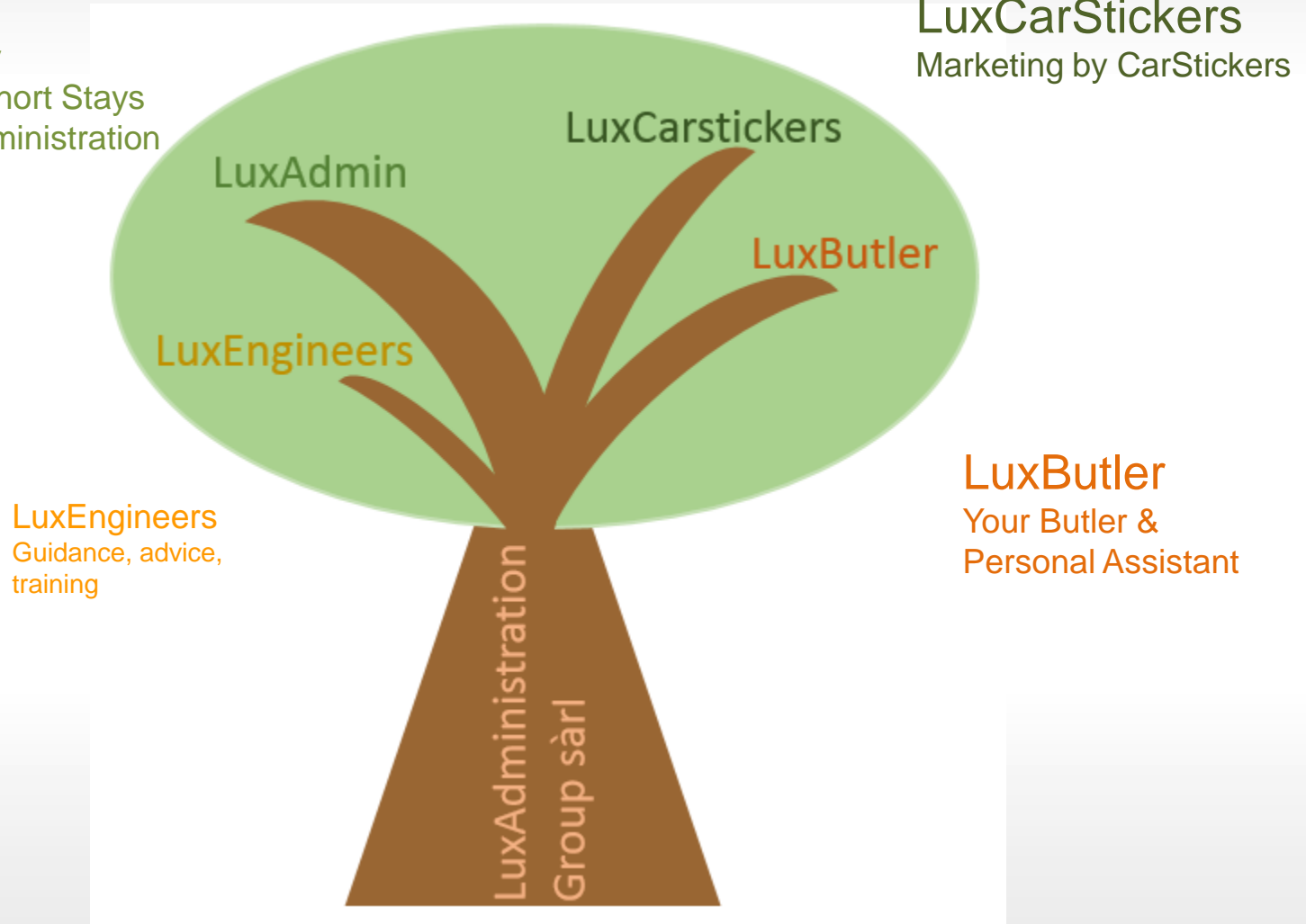
LuxAdministration Group sàrl

LuxAdmin

- Home & Family
- Relocation & Short Stays
- Business & Administration

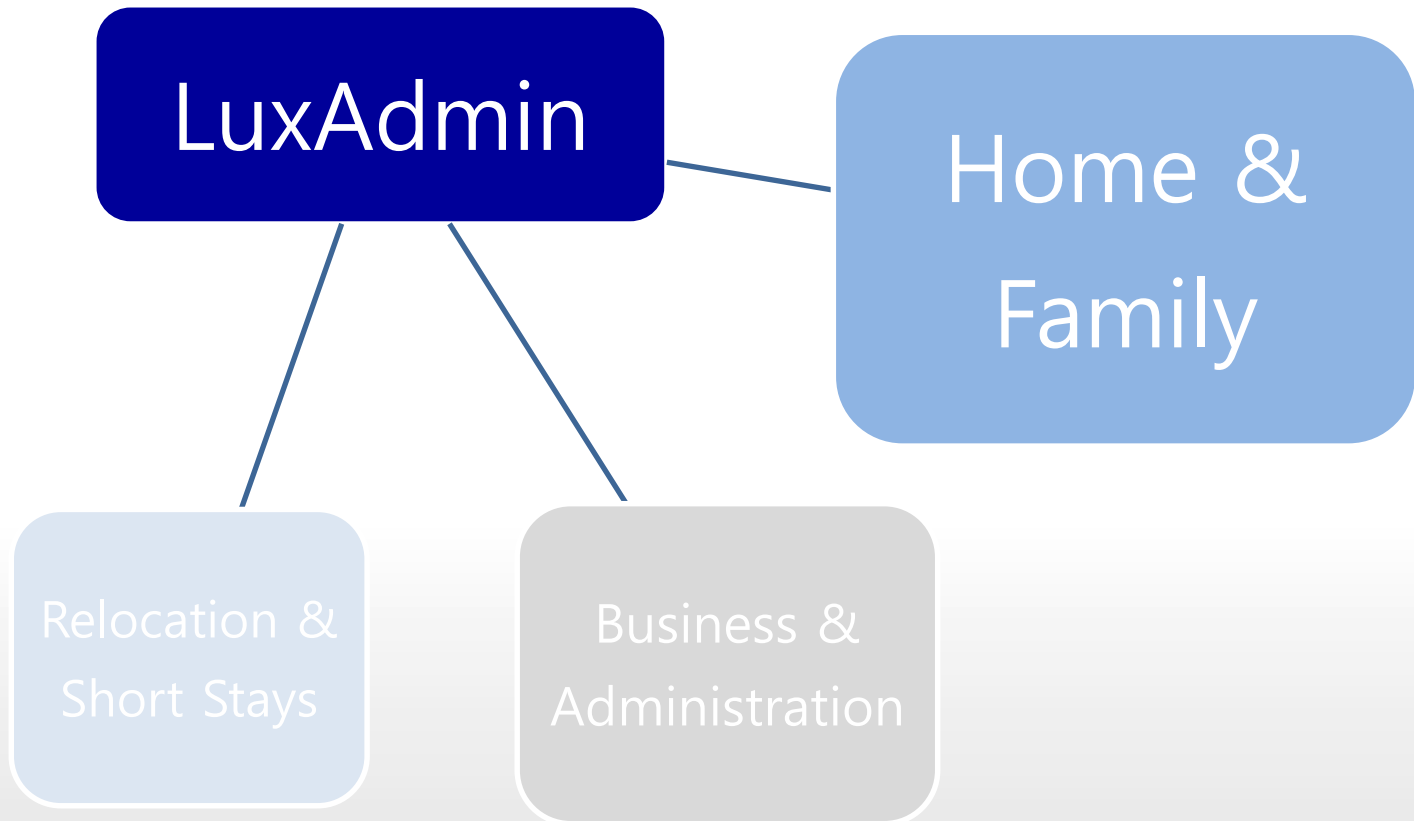
LuxCarStickers

Marketing by CarStickers



LuxAdmin

is a Support and Services Provider for all your recurring, one time and sometimes unpopular family, administrative, logistics and personnel tasks and duties.



Home & Family

Support Details

Home

Sell/buy, restoration projects, housekeeping, outdoor maintenance, be present, logistics, quick response team, emergency support, house sitting

Pets

Walking, Sitting, Boarding, Training, "Furdresser",

Seniors

Keep company, shopping, personal assistant, personal driver,

Nanny

Pick up kids from school, prepare food, take bath to kids, read bedtime stories, tidying the house, clean the litter, look after the house and pets,. Prepare the house and fridge for return from holidays, and many more...

Outfit

Advice
Retouche
Clothes
management



Kids

Babysitting, day care, sick kids care, homework assistance, extra support, speech therapy, personal driver, bodyguard

Automotive

Sell/buy, "Contrôle Technique", Registration, Deliver/Return, Import/Export

Handyman

Change light bulbs, fix frames, clean loft&cellar, small painting jobs, small furniture assembly, baby gate assembly and installation, cat tree installation, dog house assembly, pet door installation, clean&maintain bbq and garden furniture, kids playground assembly& installation, arrange and manage small transports.....

Administration

Admin procedures, daily admin, contract negotiation, insurance and lawyer coordination

Home & Family

Support Details

Activity Coordination

Planning and Coordination of
Events and Activities

Online Shopping

Anything not available in the
shop or you want it cheaper..

Health & Fitness

Find the right specialist or
fitness center



Image

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Home Support Details



- Sell/buy
- Assist in restoration projects
 - ✓ request and evaluate offers, project coordination, ..
- Housekeeping/laundry
- Out-door and Garden Maintenance
 - ✓ cut grass, collect leaves, high pressure cleaning, mulching, remove weeds, ..
 - ✓ planning, setting up, garden maintenance-planting, trimming hedges, trees, lay turf, build fence, ...
- "be present"
 - ✓ management and receipt of goods (fuel, wood, pallets, electrical appliances, ...)
 - ✓ coordination of after sales
 - ✓
- Logistics
 - ✓ grocery/drink shopping
 - ✓ recycling removal
 - ✓ pick up medicine
 - ✓ managing/executing small transportations.....
- Frame Images, pictures or photos
- Quick Response Team
 - ✓ Electrician, Painter, Constructor, Roofer, Sanitary, Carpenter
- Key Emergency
 - ✓ Lost/forgotten key
 - ✓ being prevented
- House sitting

Handyman

for any small jobs such as, but not limited to :

- ✓ change light bulb
- ✓ fix frames
- ✓ clean loft & cellar
- ✓ small painting jobs
- ✓ small furniture assembly
- ✓ assembly of fitness tools and home gym
- ✓ mount garden hose
- ✓ clean and maintain bbq and garden furniture
- ✓ cat tree installation
- ✓ dog house assembly
- ✓ pet door installation
- ✓ baby gate assembly and installation
- ✓ kids playground assembly and installation
- ✓ arrange and manage small transportations
- ✓



Nanny

for any small jobs such as, but not limited to :

- ✓ Pick up the kids from school
- ✓ Assist in homework
- ✓ Prepare food
- ✓ Take bath to the kids
- ✓ Read bedtime stories
- ✓ Take care of sick kids
- ✓ Do the Laundry
- ✓ Tidy the house
- ✓ Walk the dog
- ✓ Clean the litter
- ✓ Do the grocery shopping
- ✓ Keep company to the Seniors
- ✓ Be the personal driver and time manager of kids, Seniors and yourself
- ✓ Look after the house and pets while you're away
- ✓ Prepare the house and fridge for your return from holiday
- ✓



Relocation & Short Stays

Relocation

Check In
Check Out

Short Stays

Lodging
Administrative Procedures
Car Rental
Sight Seeing
Events



Relocation Support Details

Check In

Housing
Moving (freight forwarder)
Customs and Tax Free
Registration at the commune
Bank account, credit cards
Schools, education and more
Car registration
Car and house insurance

Driver's license
Connections and utilities (internet, phone, mobile phone, TV, electricity, water, sewage)
Tax card
Pet import
Leisure

Check Out

Moving out inspection
Moving (freight forwarder)
Customs and tax free
Cancellation at the commune
Cancellation of bank account, credit cards
Cancellation of school
Cancellation of car registration
Cancellation of car and house insurance
Change of driver's license
Cancellation of connections and utilities (internet, phone, mobile phone, TV, electricity, water, sewage)
Cancellation of tax card
Pet export
Cancellation of leisure activities
Mail forwarding service

Business and Administration

➤ Organisation and Management of :

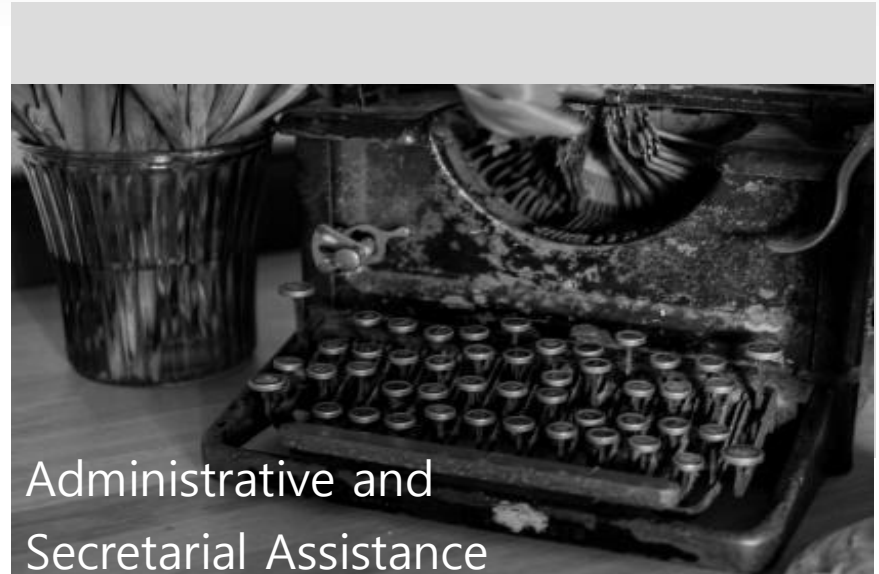
- ✓ Business Trips
- ✓ Conferences

➤ Negotiation

➤ Translation

➤ Tax Declaration

➤ Activity Coordination



Administrative and
Secretarial Assistance

LuxEngineers



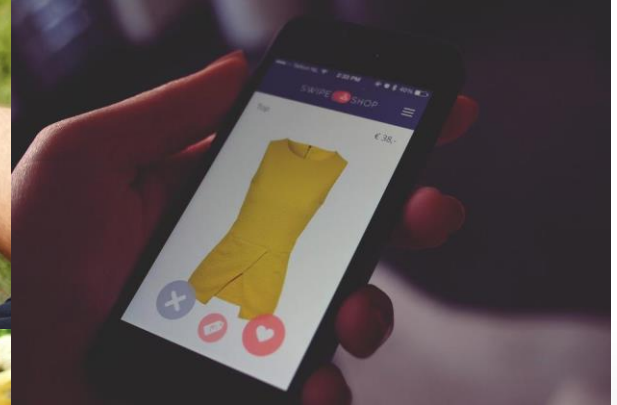
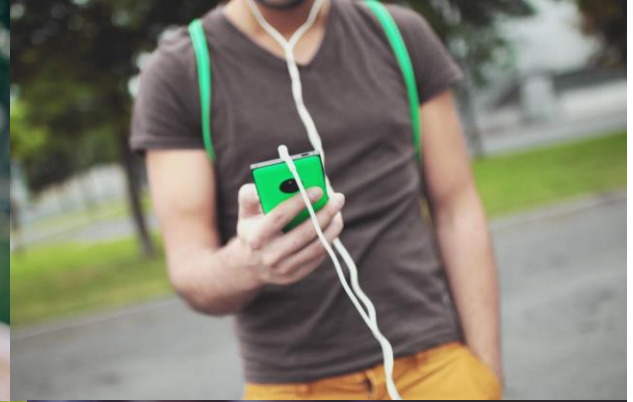
provides responsive, efficient and effective guidance and advice in the logistics and engineering domains to national, international and military organisations

Services :

- Technical and Engineering Studies
- Technical and Engineering Assistance
- Electromechanical and Radar Training
- Project Management
- Proposal Development and Coordination
- Negotiation and Problem Solving Support
- Procurement activities
- Activities Coordination
- Broker

LuxButler

Conveniently task by SMS



**your Butler and
Personal Assistant**

LuxCarStickers

Marketing by CarStickers

provides highly visible, quality advertising campaigns on preferably rear windows of local cars; offering an alternative low cost and local service to the smaller business sector while being capable of providing large scale campaigns



advertising to smaller business while offering a small additional income to car owners

LuxCarStickers

A win-win Marketing Approach

Why hiring LuxAdministration Group

One unique Point of Contact

Assistance in a wide
range of areas

Experienced Team
Task well done

National and International
Experience

Familiar with the processes,
procedures and habits of the
country



One Bill for all Services

Quick Response Time

More free time

**Your "to do" list
is our business**

Mir schwätzen lëtzebuergesch

**We are not only a service provider but a partner to you, your family and company.
Consider us as a friend you haven't met before**

THANK YOU

for your trust and confidence

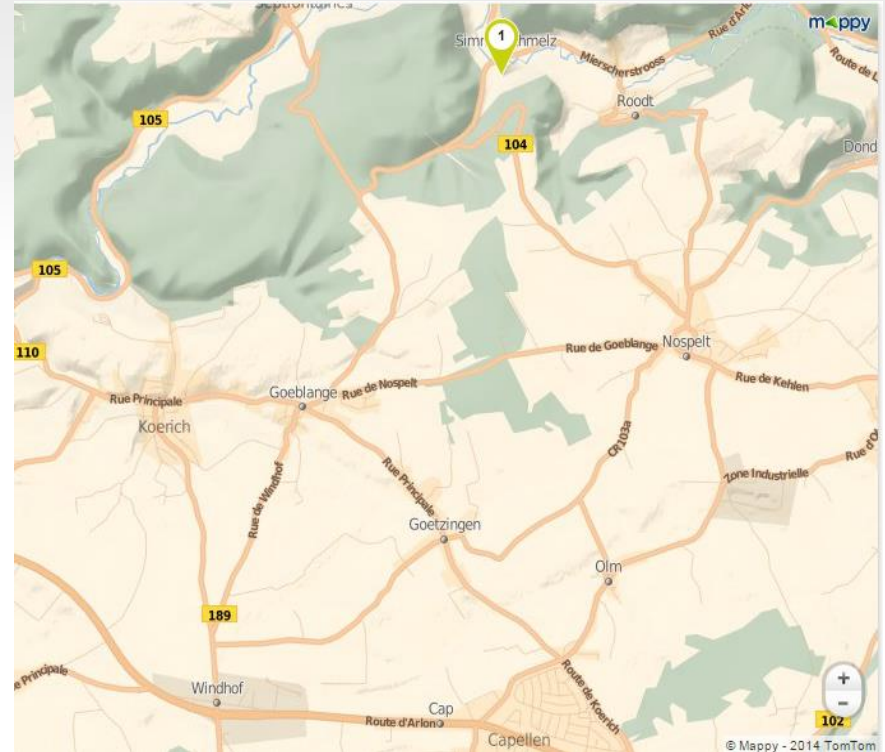
With LuxAdministration Group
you don't need a Plan B
we make your Plan A happen



How to reach us

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