



February 26, 2010

Dear Calvert House Resident,

This letter is to introduce myself and the Concierge Service at The Calvert House. My name is Shante`a Lankford. I am your Concierge Manager for Capitol Concierge, in partnership with Community Realty Company.

My job, as well as that of the other great Concierges, is to make your work day as hassle-free as possible. We can assist you with over 75 different services, ranging from floral arrangements to catering to theater tickets. We do this by coordinating your requests with our carefully selected Service Partners.

The Concierge Service is provided by Community Realty Company as an added amenity for the people who live in The Calvert House community. No gratuity is required or expected. There is no charge for the service. All prices for services, except premium tickets, are at or below market value.

The Concierge Service hours are 24 hours a day, 7 days a week. We can be reached at 202-462-8900, or e-mail at [CH@capitolconcierge.com](mailto:CH@capitolconcierge.com). Please feel free to call, e-mail or visit the front desk at any time to request a service or information and you can

***Consider It Done!***

Sincerely,

Shante`a Lankford  
Concierge Manager  
[CH1@capitolconcierge.com](mailto:CH1@capitolconcierge.com)

***Consider It Done!***

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Visit us on the Internet at [www.capitolconcierge.com](http://www.capitolconcierge.com)



## CONCIERGE SERVICES

Corporate Gifts and Trophies	Discount Amusement Park Tickets
Auto Detailing	Spa Services
Limousine Service	Office Supplies
Audio Visual Equipment	Private Tours
Balloons	Party Rentals
Alcoholic Beverages	Laundry
Cigars	Dry Cleaning
Theater and Event Tickets	Plants
Cakes	Wreaths and Floral Decorations
Catering for Home or Office	Flowers
Personal Shopper	Theme Parties and Events
Chocolate	Shoe Care Service
Gifts	Home Cleaning
Gift Baskets	Toys and Children's Books
Food Baskets	Smithsonian Imax Theater tickets
Care Packages	Child Care
Gourmet Foods	House Sitting
Ice Cream Parties	Pet Sitting
Jewelry	Errands and Personal Services
Auto Emergency Service	Art and Framing
Musicians and Entertainers	Beauty Services
Interior Designers	Database and Web Service
Calligraphy/Invitations	Photographer
Greeting Cards/Gift Wrapping	Photography Instruction

The concierge service is offered by **Community Realty Company** and provided by **Capitol Concierge Inc.**, as an amenity for the people living at **The Calvert House**. There is no charge for this service. All services (except premium tickets) are provided at or below market value. No gratuity is required or expected. Payment for products or services arranged by your concierge may be made with a credit card or check.

Please call Shante'a, your concierge manager or any of the other great concierges at 202.462.8902, 24 x 7 or email them at [CH@capitolconcierge.com](mailto:CH@capitolconcierge.com) and ***Consider It Done!***