

Concierge Service Engagement Rules

Dear Valued Client,

We are excited to welcome you to our concierge service. To ensure a seamless and enjoyable experience, please review the engagement rules outlined below:

1. **Communication:** All requests should be communicated through our dedicated contact number or email.
2. **Response Time:** We strive to respond to all inquiries within 24 hours.
3. **Service Hours:** Our concierge services are available from 8 AM to 8 PM, Monday to Saturday.
4. **Fees:** Some services may incur additional fees, which will be communicated in advance.
5. **Cancellations:** Please provide at least 24 hours' notice for any cancellations to avoid charges.

We thank you for choosing our concierge services. Your satisfaction is our priority.

Best Regards,
[Your Concierge Service Name]
[Contact Information]