



Home “Admin” Service

Providing a one-to-one service for individuals in need of support with paperwork in their own home.

‘Our priority is to lessen the anxiety associated with documents, letters and written tasks’

We can help with –

- **Organising and filing your paperwork into an understandable filing system**
- **Appointment making**
- **Calendar and address book completion**
- **Gift wrapping and posting of gifts**
- **Card writing & posting**
- **Completion of forms, direct debits and standing orders**
- **Getting Online**



How this service works?

- Please call our Helpline to make an enquiry
- A Service Consultant will come and visit you at your home to discuss your administration needs and priorities.
- If you wish to proceed, a home admin co-ordinator will visit your home to complete a 'tidy up' session, leaving you with an efficient filing system.
- An aftercare service is available to help you keep your admin up-to-date and organised.

We supply lever-arch files, personalised dividers and calendars.



From this



To this

Please be aware that we are not able to give advice on certain matters which may arise from organising and filing the paperwork.

We can suggest relevant organisations to provide specialist help for you and assist in contacting them. We also have access to the many Age UK Factsheets which can provide comprehensive information on topics, and we can read these with you if you wish.

Please call:

Helpline - 01872 266383

Email - email@ageukcornwall.org.uk

Office Hours - Monday to Friday, 9:00 to 16:30