



AUSTIN LSA, INC.

... the association for legal professionals

The Verdict!

President's Message

By Alexis Montgomery & Patti Heaney

ARE YOU GETTING THE MOST FROM YOUR MEMBERSHIP IN AUSTIN LSA?

Did you know that Austin LSA belongs to a tri-level organization, composed of NALS, the national organization, Texas ALP, the state organization, and Austin LSA, your chapter organization? Did you know that all of these organizations offer top-notch professional growth through seminars, quality publications, and local, state, regional and national networking?

For example, in October in Irvine, California, the NALS conference was packed with outstanding education and featured excellent speakers from around the country. In September, our sister chapter, San Antonio LSA (or more affectionately referred to as SALSA) hosted an exceptional meeting with several members from the Fourth Court of Appeals as their guest speakers. Just knowing that these appellate judges started their careers as secretaries or paralegals, rose to the top of their game, and then wanted to give back by sharing their insights with us at our meeting made us all very proud to be members of a very exceptional organization. In May 2010, your own chapter will host a state meeting here in Austin where Austin LSA's Betty Wells will be inaugurated as president for Texas ALP, and we will be offering loads of great seminars with many of our local attorneys, as well as a river cruise on Town Lake.

In addition, your membership has the following benefits:

- Affinity Programs - members enjoy discounts on a variety of goods and services;
- Certification - accreditation for everyone, whether beginning a new career or enhancing your current one; local certification programs hosted by Austin LSA and taught by local attorneys
- @Law Magazine - members receive this award-winning publication quarterly; The Docket – the quarterly publication from Texas ALP; The Verdict – the bi-monthly publication from Austin LSA;
- E-Learn - a monthly update on current topics of interest to legal support staff, delivered via e-mail;
- E-News - a bi-weekly electronic newsletter sent to all NALS members who provide an email address, which includes timely information and details of NALS activities, with links to educational information and topics of interest to legal support staff.;
- NALS Online Learning Center - Education and personal development offered on a variety of subjects with the added bonus of networking across the United States.
- Networking - NALS is now a part of LinkedIn, Facebook and Twitter.

Now that you see all Austin LSA has to offer, are you sharing this with your fellow workmates? All it takes is one person to tell one other person about these wonderful benefits! Just e-mail this issue their way – it only takes a second to forward.

Won't you make the most of your membership by utilizing everything we have to offer?

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A TEST FOR OLD KIDS?

This is a test for us 'old kids'! The answers are printed below, but don't cheat.

- 01. After the Lone Ranger saved the day and rode off into the sunset, the grateful citizens would ask, Who was that masked man? Invariably, someone would answer, I don't know, but he left this behind. What did he leave behind? _____.**
- 02. When the Beatles first came to the U.S. In early 1964, we all watched them on The _____ Show.**
- 03. 'Get your kicks, _____.'**
- 04. 'The story you are about to see is true. The names have been changed to _____.'**
- 05. 'In the jungle, the mighty jungle, _____.'**
- 06. After the Twist, The Mashed Potato, and the Watusi, we 'danced' under a stick that was lowered as low as we could go in a dance called the '_____.'**
- 07. Nestle's makes the very best _____.**
- 08. Satchmo was America 's 'Ambassador of Goodwill.' Our parents shared this great jazz trumpet player with us. His name was _____.**
- 09. What takes a licking and keeps on ticking? _____.**
- 10. Red Skeleton's hobo character was named _____ and Red always ended his television show by saying, 'Good Night, and '_____.'**
- 11. Some Americans who protested the Vietnam War did so by burning their _____.**
- 12. The cute little car with the engine in the back and the trunk in the front was called the VW. What other names did it go by? _____ & _____.**
- 13. In 1971, singer Don MacLean sang a song about, 'the day the music died.' This was a tribute to _____.**
- 14. We can remember the first satellite placed into orbit. The Russians did it. It was called _____.**
- 15. One of the big fads of the late 50's and 60's was a large plastic ring that we twirled around our waist. It was called the _____.**

ANSWERS:

01. **The Lone Ranger left behind a silver bullet.**
02. **The Ed Sullivan Show**
03. **On Route 66**
04. **To protect the innocent**
05. **The Lion Sleeps Tonight**
06. **The limbo**
07. **Chocolate**
08. **Louis Armstrong**
09. **The Timex watch**
10. **Freddy, the Freeloader and 'Good Night and God Bless.'**
11. **Draft cards (Bras were also burned. Not flags, as some have guessed)**
12. **Beetle or Bug**
13. **Buddy Holly**
14. **Sputnik**
15. **Hoola-hoop**



No one can cheat you out of ultimate success
but yourself.

~Ralph Waldo Emerson



Seven Strategies to Boost Your LinkedIn Presence

By Vicki Voisin

This article is written under the assumption that you already have a LinkedIn account. If you do not, head on over to www.linkedin.com and set one up immediately.

It is important for everyone who wants to increase their professional visibility, whether they're looking for a job or their goal is to network. Here are some tips for ensuring that your profile will be found by people searching LinkedIn:

- 1) Complete your profile 100%. **None of the sections of your profile should be incomplete. Everything in your profile will increase the likelihood of your being found in the search results.**
- 2) Be sure to display your personal photo. **This shows that you are a real person and gives you social media credibility. Photos of your pets or your kids have no value on LinkedIn.**
- 3) Use your profile headline for 'branding.' **The space underneath your name is your 'professional' or 'profile' headline. It appears in search results next to your name, as well as next to any questions you ask or answer. If you are only putting your title and company name here, you are wasting the most important piece of real estate on your LinkedIn Profile. When someone finds you in a search result, this is the information they will use to decide whether or not they want to look at your profile.**
- 4) List all Employers and Schools. **When you're listing your employment and education history, be sure to go beyond your current status. You will be located on LinkedIn through searches for company names and schools. If you use only your current employer or the university you graduated from, you may be missing out on a huge opportunity to be found. For this reason, go all the way back to high school.**
- 5) List all your Websites. **You can list three Web sites on your LinkedIn profile. Be sure to take advantage of that. Begin with your business or company Web site, then move on to your blog and then another social media Web site, such as Twitter or Facebook.**
- 6) Add quality connections. **Again, your connections lead to your being found on LinkedIn. When you do a search, you'll see results from your network and vice versa. The more connections you have, the more search results you will appear in.**
7. Update your status bar frequently. **It's preferable that you update your LinkedIn status bar every day or two, and certainly don't let a week go by without doing this. LinkedIn suggests the following starts to your status: 'working on...' 'traveling to...' 'looking for advice for...' 'reading...' 'looking for a job...'. The status bar demonstrates that you are serious about your profession...after all, this is the reason you're on LinkedIn!**

LinkedIn is the most important of all your social media networking sites. You should spend a minimum of 15 minutes a day on the site updating your profile and your status bar, joining groups, making connections and entering into discussions. Your daily investment of time on LinkedIn will give you the professional edge you've been looking for.

Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by achieving goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a bi-weekly ezine titled *Strategies for Paralegals Seeking Excellence*. More information is available at www.paralegalmentor.com

Upcoming Events



NOVEMBER

- 1 Jett Award Applications due to NALS
- 5 Austin LSA—Business Meeting (Strasburger & Price)
- 10 Austin LSA—Luncheon @ Austin Bar Association @ Noon
Topic: Construction Law; Speaker: Chris Griesel
- 11 Veterans' Day
- 25 Austin LSA—Officer/Chairman Reports due to President
- 26-27 Thanksgiving Holidays

DECEMBER

- 1 NALS- Early Bird Registration Deadline - Professional Development Conference
Tulsa, OK
- 3 Austin LSA—Business Meeting (Strasburger & Price)
- 5 NALS - ALS Exam
- 8 Austin LSA—Luncheon @ Austin Bar Association @ Noon
Christmas Social and Ornament Exchange
- 29 Austin LSA—Officer/Chairman Reports due to President



Why English Is So Hard

1. We must polish the Polish furniture.
2. He could lead if he would get the lead out.
3. The farm was used to produce produce.
4. The dump was so full that it had to refuse more refuse.
5. After dessert, the soldier decided to desert his post in the desert.
6. No time like the present to present the present.
7. A bass and a trout were painted on the head of the bass drum.
8. When shot at, the dove dove into the bushes.
9. I did not object to the object.
10. The insurance was invalid for the invalid.
11. The bandage was wound around the wound.
12. There was a row among the oarsmen about how to row.
13. They were too close to the door to close it.
14. The buck does funny things when the does are present.
15. They sent a sewer down to stitch the tear in the sewer line.
16. To help with planting, the farmer taught his sow to sow.
17. The wind was too strong to wind the sail.
18. After a number of injections, my jaw got number.
19. Upon seeing the tear in my clothes, I shed a tear.
20. I had to subject the subject to a series of tests.
21. How can I intimate this to my most intimate friend?
22. I live next to the stadium where bands play live.
23. A minute is a minute part of a day.
24. The clothes were too close to the closet door to close it.

Address or Information Changes?

You can now change your personal information yourself on the NALS website. Go to www.nals.org. On the left side under Links you will see **members log in here!** Click on that link. If this is your first time logging in there are several things to remember:

- Login Name and Password are always case sensitive
- Login Name is your member number.
- Password is the first three letters of your last name plus your membership number, where the first letter of your last name is capitalized.

Member or constituent numbers are found on membership cards, renewal notices and magazine address labels.

Example: Patti Heaney (#01234) gained access the first time using the following:

Login Name = 01234

Password = Hea01234

If you do not know or if you are an existing user and have forgotten your username and/or password:

- Click on the forgotten password link above.
- Enter your email address.
- Your login name and password will be reset to the default explained above, then emailed to you.

If you are not an existing user:

- Click on the "sign up here" link above.
- Enter all required information.
- You will get added to our database as a new user, and then you will be prompted to create a new login name and password.

If you have any problems with this process, you can contact Sandra Bates, Membership Services Manager at NALS (bates@nals.org)

If you change any information, please don't forget to send that information to Austin LSA's Roster Chair Patti Heaney so that the Austin roster has your correct information (pheaney@vblp.com)

Corporate Sponsors

Austin LSA is proud to partner up with some of Austin's finest businesses associated with the legal profession. Our corporate sponsors support our association in many different ways from donating prizes for our scholarship raffle to underwriting different events. Please remember our corporate sponsors when choosing a vendor for a project. For complete detailed information, go to each website or www.austinlsa.org – Corporate Sponsors.

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Texas ALP Fall Educational Conference
Radisson Downtown Market Square
San Antonio, Texas
October 2-3, 2009

Friday morning kicked off with a welcome breakfast in the courtyard of the hotel. Members then split off into committee meetings where the wheels of your organization turn. The committee meetings segued into a visioning meeting conducted by Laurie Brantley, this year's Strategic Planning Committee Chair. This purpose of the visioning session and the Strategic Planning Committee is to steer Texas ALP into the future. Many suggestions for vision statements were tossed around. More to come from Strategic Planning in the future.

The San Antonio Legal Secretary's Association hosted its Annual Day in Court Luncheon where Justice Sandee Bryan Marion from the Fourth Court of Appeals spoke. Justice Marion spoke on continuing a Legacy of Liberty and Justice through our careers.

Our first CLE session of the day was presented by Gilberto Siller with Cacheaux Cavazos & Newton. Mr. Siller spoke on international law and how it relates to doing business. Members shared that Mr. Siller's presentation was informative and it was helpful to be made aware of the many pitfalls in dealing with international law. After a short break, Leslie Hyman and James Spivey with Cox Smith Matthews shared a presentation on the differences between state and federal procedures. Their tag-team approach made the subject matter interesting. Finally, the Friday CLE sessions wrapped up with Ramon Molina and Larissa Sanchez of Cox Smith Matthews speaking on eminent domain with specific emphasis on condemnation. Member comments included that Mr. Molina and Ms. Sanchez's presentation presented little interest to some but the speakers made the topic very interesting.

After a short break, the members of Texas ALP participated in an open forum and provide your input session about topics to be discussed at the business meeting the following day, as well as future Texas ALP business.

Following the open forum/PYI session, members were able to visit and dine on their own with friends at local eateries.

Saturday morning began with more CLE. Carl Warner, Attorney at Law, spoke to members about basic guardianship information, which members found informative not only in a work environment but also for personal situations. Tiffany Hildreth of Strasburger & Price drove from Austin to speak with the members about labor and employment law. Ms. Hildreth's presentation was informative, especially in these economic times. She was also touted as the "most informative speaker at the conference." The final speaker of the conference was Andrew Borrego who spoke on ethics. Members found that Mr. Borrego made ethics easy to listen to and commended that he was a very engaging speaker.

After the final CLE of the day, members attended a professional development luncheon at which Chief Justice Catherine Stone spoke. Justice Stone is an awesome speaker and challenged members to continue a legacy of liberty and justice without personal pre-conceived ideas.

Members were then treated to a dessert bar prior to the beginning of the business meeting. The business meeting was conducted by President Mary Smith. Highlights of the meeting were:

- Bylaws and Standing Rule Amendments
- New forms for LPY and Scholarship
- Online surveys
- February 27, 2010 CLE only event
- February 27, 2010 PLS Cram Course Weekend

TEXAS ALP 55TH ANNUAL EDUCATION CONFERENCE

Austin, Texas ♦ April 30-May 1, 2010

Early Registration Deadline is March 30, 2010

<u>REGISTRATION FORM</u>	<u>REGISTRATION FEES</u>
<p>Name _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Daytime Telephone _____</p> <p>Email _____</p> <p>Certifications</p> <p><input type="radio"/> ALS <input type="radio"/> PLS <input type="radio"/> PP <input type="radio"/> CLA</p> <p><input type="radio"/> CLAS/ACP <input type="radio"/> TSC <input type="radio"/> RP <input type="radio"/> Other _____</p> <p>Local Chapter _____</p> <p>Current Texas ALP Position Held _____</p> <p>Current Local Position Held _____</p> <p><input type="radio"/> NALS Life Member</p> <p><input type="radio"/> This is my FIRST Texas ALP meeting!</p> <p><input type="radio"/> Special dietary request (contact Registration Chair)</p> <p><input type="radio"/> I want to be a Texas ALP Pal</p>	<p style="text-align: center;"><i>The Regular and Late registration fee includes ALL events</i></p> <p>Regular - postmarked on or before March 30, 2010</p> <p><input type="radio"/> Texas ALP Member \$12</p> <p><input type="radio"/> Nonmember..... \$14</p> <p><input type="radio"/> Student \$8</p> <p>Late - postmarked after March 30, 2010 Add \$2</p> <p><u>INDIVIDUAL EVENTS</u></p> <p><input type="radio"/> Education only (member; lunch not included) \$8</p> <p><input type="radio"/> Education only (nonmember, lunch not included) \$10</p> <p><input type="radio"/> Education only (student, lunch not included) \$4</p> <p><input type="radio"/> Welcome Lunch / Keynote \$2</p> <p><input type="radio"/> Recognition Lunch \$2</p> <p><input type="radio"/> Presidents' Dinner Cruise \$4</p> <p><u>GUEST REGISTRATION</u></p> <p><input type="radio"/> Welcome Lunch / Keynote \$2</p> <p><input type="radio"/> Recognition Lunch \$2</p> <p><input type="radio"/> Presidents' Dinner Cruise \$4</p>

<u>SCHEDULE OF EVENTS</u>	<u>PAYMENT INFORMATION</u>
<p>Mark each event you will attend:</p> <p style="text-align: center;"><i>Note: CLE topics are subject to change and Friday dinner is on your own</i></p> <p>Friday, April 30, 2010</p> <p><input type="radio"/> 9:00 am - 9:30 am TALP Officers/Chairmen Training</p> <p><input type="radio"/> 9:30 am - 10:30am TALP Committee Meetings</p> <p><input type="radio"/> 10:30 am - 11:30 am Chapter Officer Training</p> <p><input type="radio"/> 11:45 am - 1:15 pm Welcome Lunch/Keynote Speaker</p> <p><input type="radio"/> 1:30 pm - 2:30 pm CLE - Banking</p> <p><input type="radio"/> 2:45 pm - 3:45 pm CLE - Criminal Law</p> <p><input type="radio"/> 4:15 pm - 5:15 pm CLE - Elder Law</p> <p><input type="radio"/> 5:30 pm - 6:45 pm Open Forum - Provide Your Input</p> <p>Saturday, May 1, 2010</p> <p><input type="radio"/> 8:00 am - 9:00 am CLE - Wind Farms</p> <p><input type="radio"/> 9:15 am - 10:15 am CLE - Media Law</p> <p><input type="radio"/> 10:45 am - 11:45 am CLE - Ethics</p> <p><input type="radio"/> 11:45 am - 1:30 pm Recognition Lunch</p> <p><input type="radio"/> 2:00 pm - 5:00 pm Business Meeting</p> <p><input type="radio"/> 5:30 pm - 6:30 pm President's Reception</p> <p><input type="radio"/> 8:00 pm - 10:00 pm Presidents' Dinner Cruise</p>	<p>Total Due: \$ _____ (due with registration form)</p> <p>Please make check payable to: Austin LSA Special Meeting Account (Tax ID: 75-3006562)</p> <ul style="list-style-type: none"> • A \$30 fee will be assessed for returned checks. • Refunds requested and confirmed in writing will be made until April 19, 2010 (less a \$25 fee) <p>If you have any questions, please contact the Meeting Chair:</p> <p>Annual Meeting Chair: Diane Watters: 512- 236-2011 / dwatters@jw.com</p> <p>Mail Registration Form to: Patti Heaney Van Osselaer & Buchanan LLP 9600 Great Hill Trail, Suite 300 West Austin, Texas 78759 512-225-2841 / pheaney@vbllp.com</p>

<u>HOTEL INFORMATION</u>
<p>Reservations should be made directly with Wyndham Garden Hotel, 3401 South IH 35, Austin, Texas 78741 (512-448-2444)</p> <p>The room block is held under Texas Association of Legal Professionals. www.wyndham.com/hotels/AUSWC</p> <p>Room rates: \$109 (single/double) ♦ \$129 (Executive King) ♦ \$149 (Casita)</p> <p>QUOTED ROOM RATES AVAILABLE UNTIL April 8, 2010</p>

TEXAS ASSOCIATION OF LEGAL PROFESSIONALS
 55TH ANNUAL CONFERENCE
 WYNDHAM GARDEN HOTEL
 AUSTIN, TEXAS
 APRIL 30 – MAY 1, 2010
 SCHEDULE OF EVENTS

TIME

EVENT

Friday, April 30, 2010

8:00 a.m. – 3:00 p.m.	Registration
9:00 a.m. – 9:30 a.m.	TALP Officers/Chairmen Training
9:30 a.m. – 10:30 a.m.	TALP Committee Meetings
10:30 a.m. – 11:30 a.m.	Chapter Officer Training
11:45 a.m. – 1:15 p.m.	Welcome Lunch – Keynote Speaker
1:30 p.m. – 2:30 p.m.	CLE – Banking
2:45 p.m. – 3:45 p.m.	CLE – Criminal Law
3:45 p.m. – 4:15 p.m.	Break
4:15 p.m. – 5:15 p.m.	CLE – Elder Law
5:30 p.m. – 6:45 p.m.	Open Forum/Provide Your Input
6:45 p.m. –	Dinner on Your Own
8:30 p.m. – 10:00 p.m.	Meet & Greet @ the EC Suite

Saturday, May 1, 2010

7:00 a.m. – 9:00 a.m.	Registration
8:00 a.m. – 9:00 a.m.	CLE – Wind Farms
9:15 a.m. – 10:15 a.m.	CLE – Media Law
10:15 a.m. – 10:45 a.m.	Break
10:45 a.m. – 11:45 a.m.	CLE – Ethics
11:45 a.m. – 1:30 p.m.	Recognition Lunch
1:30 p.m. – 2:00 p.m.	Credentials Check-In
2:00 p.m. – 5:00 p.m.	Business Meeting
5:30 p.m. – 6:30 p.m.	President’s Reception/Photo Time
6:45 p.m. – 7:30 p.m.	Travel to Boat
8:00 p.m. – 10:00 p.m.	Presidents’ Dinner Cruise



*The roots of education are bitter,
 but the fruit is sweet.*

~ Aristototele



Replacing PostIt Passwords

It's a safe bet that some of you have a PostIt note on your monitor or under your keyboard with your password written on it. How many of you actually use the word "password" or think your alternate password, "password1," is markedly more secure? How about your dog's name, kid's birthday, or just the default password that was supplied with your software?

Many computer users do not use strong passwords. A hacker can quickly guess his targets' passwords if they are variations on any of the above.

Dictionary hacking software compares lists of words or character combinations against a password until it finds a match. Don't think you can fool this software by using a foreign word or obscure language. It has all of them – even Klingon.

The first step in protecting your privacy – whether online, on your laptop, or your home wireless router – is creating a password that a computer program or persistent person will not easily be able to guess in a short period of time. Follow the instructions below.

A secure password

- Includes punctuation marks and/or numbers;
- Mixes capital and lowercase letters;
- Includes similar-looking substitutions, such as the number zero for the letter O, \$ for S, or 3 for E;
- Creates a unique acronym; or
- Includes phonetic replacements, such as "Luv2Laf" for "Love to Laugh."

Don't use passwords that

- Are listed as an example of how to pick a good password, such as "Luv2Laf";
- Contain personal information (name, birth date, etc.);
- Are words or acronyms that can be found in a dictionary;
- Use keyboard patterns (say, qwerty or asdf) or sequential numbers;
- Are all numbers, uppercase letters, or lowercase letters; or
- Use repeating characters (aa11).

The Verdict!

Keep your password secure. Be sure that you

- Never tell your password to anyone – including significant others, family members, roommates, etc. – and never write your password down or send it by e-mail; and
- Periodically “test” your current password and change it to a new one. (Microsoft provides a checker to see if your password meets its level of complexity at www.microsoft.com/protect/yourself/password/checker.aspx. You can also score your password when you sign up for newsletters on the Web pages for many federal agencies.)

Passwords should meet some minimal guidelines. They should not contain all or part of the account name of the user. They need to be at least eight characters long. Finally, passwords need to contain characters from three of the following four categories:

- Latin uppercase letters (A through Z);
- Latin lowercase letters (a through z);
- Base 10 digits (0 through 9); and
- Nonalphanumeric characters, such as the exclamation point, dollar sign, number sign, or percent.

A good password is one that’s easy enough to remember so that you don’t need to write it down but sufficiently complicated to be difficult to guess. That may sound like a paradox, but it really isn’t.

“Replacing PostIt Passwords,” by Michael Neuren, 2009, *TortSource*, 12:1, p. 8. Copyright 2009© by the American Bar Association. Reproduced with permission. All rights reserved. This information or any or portion thereof may not be copied or disseminated in any form or by any means or stored in an electronic database or retrieval system without the express written consent of the American Bar Association.

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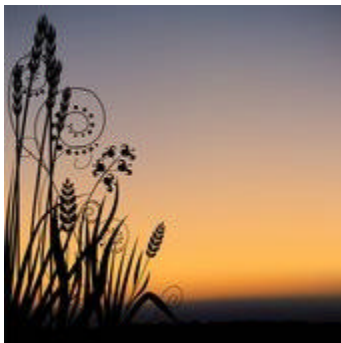
*Mary Bernal, Chairman
Legal Career Opportunities
mbernal@lglawfirm.com*



Hello Austin LSA!

Fall is now upon us and our Legal Career Opportunities is available for posting new job listings. These listings provide great opportunities and wonderful environments. If you would like to post a job opening please let me know. Or if you are considering changing employers, please contact me and I can provide you with contact information. One of the great benefits of being an Austin LSA member are the local career opportunity listings available. They are for the benefit of NALS, Texas ALP, and Austin LSA members only.

To see our current listings, please refer to our website at <http://www.austinlsa.org> and go to our Members Login. Thank you for your time and I look forward to hearing from you.



"It is never too late to be
what you might have been"

~ George Eliot



CONCIERGE SERVICE

Enroll today and start enjoying your life tomorrow

*Let us serve
as your trusted
personal
assistant*

- Personal Assistance
- Errands and Shopping Services
- Business Support
- Home Care/Organization Services
- Entertainment Arrangements
- Party, Event and Meeting Planning
- Automotive Services
- Travel Coordination
- Special Requests

Hourly On-Call Service | Starting at \$40

Convenience Plan | \$99 month (\$33 hour)

Keep your basic needs met with 3 credit hours to use anytime during the month. From watering plants to walking the dog, you never know when a little extra help will save the day.

Errand/Assistance Plan | \$199 month (\$33 hour)

Pace yourself with 6 credit hours per month... enough to keep your weekly routines in order.

Stress Management Plan | \$299 month (\$30 hour)

Turn over the items that are holding you back from leading a productive life with 10 credit hours per month, and enjoy discounted rates on the use of any extra service.

We also offer corporate service and employee benefit programs at special rates!

Custom plans are available to suit any need and budget. Please contact us for a consultation.



Four Star Service™

Personal convenience, assistance & concierge services

www.fourstarservice.com | 512.441.2500

**Terms and conditions apply.*

Four Star Concierge Service, LLC Austin, TX

