## **Dedicated Offices**

Premium Dedicated Office

Mail and package reception during business hours, M-F

Starting at \$100/month

Starting at \$140/month

Starting at \$50/day

**Buy Now** 

- · Private, fully-furnished, in a boutique-style suite
- Fully staffed suite to greet and assist you and your guests
- Live, local, personalized phone answering available
- Business hour access (24/7 access available) Meeting rooms available at discounted rates

**Premium Team Office** 

- Prestigious business address
- Private locked mailbox
- High-speed internet included
- Access to business center and staff amenities
- Complimentary beverages and kitchen access
- Nationwide network membership
- Lobby listing available
- Private, fully-furnished, in a large boutique-style suite for three or more
- Fully staffed suite to greet and assist you and your guests
- Live, local, personalized phone answering available
- Business hour access (24/7 access available)
- Meeting rooms available at discounted rates Prestigious business address

**Dedicated Desk** 

- Private locked mailbox
  - Mail and package reception during business hours Access to business center and staff amenities
- High-speed internet included
- Complimentary beverages, and kitchen access
- Nationwide network membership

## **Hourly Meeting Rooms**

- Mail and package reception during business hours
- Private locked mailbox

Prestigious business address

Business hour access (24/7 access available)

Meeting rooms available at discounted rates

Complimentary beverages, and kitchen access

· Access to business center and staff amenities

- Nationwide network membership

High-speed internet included

- **Premium Hourly Offices**
- Fully staffed suite to greet and assist you and your guests

Ideal for private meetings or quiet work

- · Enjoy 24/7 access to our hourly offices with select memberships

High Speed Internet Included

· Includes dedicated phone for conference calls

· Dedicated phone for easy conference calls

Business hour access (24/7 access available)

Catering assistance available

Nationwide access

Starting at \$40/hour

- Hourly offices and meeting rooms access
- · Fully staffed suite to greet and assist you and your guests

Various size meeting spaces available

- Training Room
- · Dedicated phone for easy conference calls Catering assistance available
- Business hour access (24/7 access available) High Speed Internet Included

· Dedicated phone for easy conference calls

Business hour access (24/7 access available)

· Catering assistance available

High Speed Internet Included

· Hourly conference room that accommodates 4-6 guests

Perfect for team meetings

Presentation-ready with full AV equipment setup

Fully staffed suite to greet and assist you and your guests

- Medium Conference Room
- Presentation-ready with full AV equipment setup Whiteboards available for collaboration

Fully staffed suite to greet and assist you and your guests

Large Conference Room

· High Speed Internet Included

Dedicated phone for easy conference calls

Catering assistance available

Business hour access (24/7 access available)

· Dedicated phone for easy conference calls

· Catering assistance available

- Fully staffed suite to greet and assist you and your guests Business hour access (24/7 access available) High Speed Internet Included Presentation-ready with full AV equipment setup Whiteboards available for collaboration
- Virtual Office/ Custom Call Answering
  - · Prestigious business address in a physical suite · Private locked mailbox and secure mail management

    - Virtual Mail Address

Access during normal business hours (24/7 access available)

Starting at \$50/month

Access during normal business hours

Hourly and daily bundles available

Nationwide access

· Lobby listing available (Varies per location)

· Hourly meeting room discounts available

forwarding

forwarding

· Fully staffed office to greet and assist you and your guests

· Enhanced mail services available such as notification, scanning, and

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- · Hot desks available on a first come, first served basis · Fully staffed suite to greet and assist you and your guests Access during normal business hours Complimentary beverages, water, and kitchen access High-speed internet included 24/7 access available for certain memberships Access to business center amenities (printer/copier/scans/notary/package Business address and locked mailbox add-ons available Discounted hourly offices and meeting rooms available
  - Custom phone answering by our friendly, reliable, local receptionist team

Calls answered live, screened, and forwarded to your team

Intelligent Assistant Professional

On-demand phone answering and transferring services, only pay for what you

Custom Phone Answering

manage your administrative needs and integrate with the way you work

Intelligent Assistant Custom Plans

services you need including:

- Curate the perfect plan phone answering plan for you by selecting the exact
- Custom Phone Answering Intelligent Assistant **Custom Plans**
- On-demand phone answering and transferring services, only pay for what you Calls answered live, screened, and forwarded to your team

Custom phone answering by our friendly, reliable, local receptionist team

- **Open Seating Coworking** 
  - Coworking lounge with open seating
  - Access during normal business hours

- Customized scripts to ensure calls are answered and managed appropriately Flexible availability (part-time, full-time or as needed)
- Professional, highly skilled local team trained to manage your business Customized scripts to ensure calls are answered and managed appropriately

Starting at \$100/month

Starting at \$150/month

Starting at \$100/month

- Explore additional administrative services offerings available
- Starting at \$100/month

Professional, highly skilled local team trained to manage your business

Flexible availability (part-time, full-time or as needed)

Customized scripts to ensure calls are answered and managed appropriately

- Starting at \$200/month
- Hourly and daily bundles available

Starting at \$100/month

· Customized scripts to ensure calls are answered and managed appropriately

Flexible availability (part-time, full-time or as needed)

- · High-speed internet included Access to business center amenities (printer/copier/scans/notary/package
- Nationwide access

- Private, fully-furnished, in a boutique-style suite
- **Hourly Meeting Rooms**
- Presentation-ready with full AV equipment setup · High Speed Internet Included
- Hourly conference room that accommodates 20+ guests Ideal for seminars, lunch-and-learns, or large meetings Fully staffed suite to greet and assist you and your guests

Presentation-ready with full AV equipment setup

Whiteboards available for collaboration

- Small Conference Room
- Whiteboards available for collaboration
- Hourly conference room that accommodates 6-12 guests Ideal for professional discussions, focused work, or meetings
- · Hourly conference room that accommodates 12-16 guests

Ideal for professional meetings or focused team discussions

- · Enhanced digital presence and broader business reach · Front desk pickup/drop off

**Professional Business Address** 

- Prestigious digital address Enhanced digital presence and broader business reach
- **Drop-in Desk**

Front desk pickup/drop off

- Intelligent Assistant
- · All of the benefits of our Intelligent Assistant services, plus: Seamless integration that syncs with your calendar, CRM, EMR and more Our concierge-level assistants are hand-selected, screened and trained to
- Custom phone answering by our friendly, reliable, local receptionist team On-demand phone answering and transferring services, only pay for what you Calls answered live, screened, and forwarded to your team
- Select the number of minutes you need (only pay for what you use)
- Discounted hourly offices and meeting rooms available Fully staffed suite to greet and assist you and your guests Complimentary beverages, water, and kitchen access

Starting at \$40/hour

**Buy Now** 

Starting at \$50/hour

Starting at \$20/hour

Starting at \$30/hour

Starting at \$40/hour

Starting at \$65/month

Starting at \$50/day

**Buy Now** 

Professional, highly skilled local team trained to manage your business