

Virtual Workplace

How much office space do you really need?

Less than you think.

Work is what we do, not where we go. Every day, more businesses are using technology and the internet to conduct daily business. Technology and internet are now available at home. So why drive to the office and back, to do tasks that could easily be done at home?

ComCenter offers the **Virtual Workplace** that can reduce your overhead costs and please your staff. Just think of the advantages of the **Virtual Workplace**.

- Use less space. Lower your rent, CAM, utilities, janitorial service, etc.
- Reduce furniture and equipment purchases.
- Your staff can save on gas, commuting time, professional wardrobe and dry cleaning costs.
- Hire that great associate who lives out of state.
- Your team is always connected.

Call today for a custom proposal that can save you 40% on your occupancy costs!

For more information:



ComCenter Bradenton

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ComCenter Lakewood Ranch

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Lakewood Ranch, FL 34202

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ComCenter 70

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ComCenter

Office Strategies for Small Business

Virtual Offices



www.comcenters.net

A Fully-Staffed Office Virtually!

Enjoy the benefits of a Class A corporate office at a fraction of the cost of a traditional office. A **ComCenter Virtual Office** will provide you and your clients a convenient local point of contact with a Class A Image. While you concentrate on running your business, ComCenter will provide professional secretaries to answer your calls, luxurious conference rooms to meet your clients and a prestigious address to receive your mail.

Who Can Benefit from a Virtual Office?

- Start-up businesses
- Home-based businesses
- Small businesses wanting to eliminate office overhead
- Attorneys and court reporters for depositions and mediation
- Sales and mobile professionals who are "on the move"
- Entrepreneurs who disdain the conventional office tradition



Virtual Office Features

Your business may not need full-time office space but you still need full-time service plus access to a professional environment to meet with clients. A **ComCenter Virtual Office** offers these great benefits:

Telephone Answering

- Live professional telesecretaries to answer your calls with your specified greeting. Calls are routed as requested during business hours.
- After business hours, your calls will automatically forward to your cell, home, voicemail, or anywhere you specify.
- Voicemail system with 24-hour access.

Mail Processing

- Private mailbox and mailing address in your corporate name with a commercial business address.
- Our Virtual Assistants will sort the mail for you and forward it upon request.
- Our Virtual Assistants will receive faxes and forward them upon request.

Conference Rooms

- Conference room packages starting at four hours a month.

Starting at only \$175.00 per month!

We can design a specific package that fits your needs.

ComCenter's Conferencing Resources



Conference Room Rental

Each ComCenter location has a variety of fully furnished conference rooms that are available for rental by the hour or day. Some private meetings are best held in an Executive Day Office. Some are more comfortable in a small meeting room for 4 or 6 parties. When a larger meeting of 10 or 12 is required, ComCenter offers Executive Board Rooms.

The Florida Room at Lakewood Ranch is a state-of-the-art high-tech presentation room fully equipped to host your next educational seminar, presentation, or other group meeting, that can seat 24 people in a professional, private, but spacious atmosphere.

Video Conferencing

While it is always good to meet your clients in person, you can save time, travel, and money with ComCenter's high definition Video Conferencing. Schedule your next out-of-state meeting here!