



BENEFITS

- ♦ *Live professionals* answer all calls during business hours
- ♦ *Anytime, Anywhere* calls during business hours are transferred to you
- ♦ *Guaranteed flexibility*
3 Columbus locations

Optional

- ♦ *Instant credibility* conveyed by prestigious business addresses
- ♦ *Designed to impress* well-appointed lobbies & meeting rooms
- ♦ *Secure* deliveries, mail & faxes

What is the
cost of
just one
missed call?

*Our Virtual
Programs
GUARANTEE
all of your calls
will be answered
by a professional
receptionist during
regular business
hours!*

SILVER
Phone
Answering
Program

EXECUTIVE
OFFICE
PLACE

Your Place
in the business World

AIRPORT: 614.418.1700

DUBLIN: 614.734.8300

WORTHINGTON: 614.985.3600

www.ExecutiveOfficePlace.com



Prospects & Loyal Clients are greeted professionally & courteously

How many prospects have you lost this week?

Prospects who are shopping for services often avoid businesses that don't have a *live person to answer the phone*

When Prospects & loyal clients decide they need your services, *they want to reach you now*

Loyal clients are more likely to refer friends & acquaintances to you when they are confident *they will be able to reach you*

Unannounced prospects often visit businesses to get a sense of the caliber / character of the company & are typically *leery of voicemail only, P.O. Box or PMB based companies*

Growing your business depends upon clients reaching you during business hours.

Our experienced staff, while fielding inquiries about your company, will professionally answer & direct your calls

Never miss a call again.

All calls are answered in your company's name & transferred to your home, office, mobile, 24-hour voicemail or wherever you might be

Unexpected guests? No Problem.

Our professional staff greets your visitors in our upscale lobby. If you're out of the office we can connect them to your mobile to schedule a meeting, or your personal voice mail



When you're on the go, we can help your business grow

SILVER Office Program

A skilled professional to courteously answer your phone with a personalized greeting M-F 8:30 am – 5:00 pm

Private, confidential voice mail accessible 24/7

A business telephone number dedicated to your business only

Additional Optional Services Available!

A professional receptionist in an attractive lobby to cordially greet your clients & guests M-F, 8:00 am –5:00 pm

Mail sorting & handling daily

Use of Executive Office Place's address & fax number for your office, business cards & letterhead

Complimentary coffee service for you & your guests

Conference rooms & meeting rooms at 3 locations with convenient online booking

An 800 line for incoming calls within the U.S.

Admin support	Presentations
Copies & Binding	Private offices
Database creation	Video Conferencing

When you are ready to earn more, the EOP Team is here to provide the types of services you need. See any member of our staff for more details. After we better understand your goals, we'll show you how our company can improve your company's productivity and profitability.