

Intelligent Office

Work Anywhere...Professionally



From A to Z: Things Intelligent Office Can Do for You



You already know that Intelligent Office's Remote Receptionist™ and Virtual Office Space™ solutions can raise the profile and profitability of your business. But did you know we can do much more? Here are more than 50 **additional** things Intelligent Office can assist you with.

**Intelligent Office...
Creating Competitive
Advantage through
Personalized, Professional
Business Services:**

- Personalized Communication Services
- Prestigious Address Service
- On-demand Access to High-profile Facilities
- Friendly, Flexible Business Services
- Business Development and Support

- Appointment setting/confirmation
- Bindery services
- Bookkeeping
- Brochures and flyers*
- Business cards and stationery*
- Calendar and contact management
- Catering coordination
- Conference rooms
- Copying and collating
- Courier and delivery services
- Customized call answering
- Data entry
- Desktop publishing
- Document shredding
- Email hosting*
- Email response
- Expense reporting
- Fax services
- Formatting
- Forms—create and manage
- Generate and distribute invoices
- Handwritten business correspondence
- Holiday cards
- Instant notification of messages
- Internet research
- Just-in-time administrative assistance
- Keycard access to facilities 24/7
- Last-minute meeting needs
- Mail forwarding
- Mailings—bulk or small
- Notary and witness services
- Office Supply Orders
- Order Processing
- Overnight courier
- Postage and delivery
- PowerPoint® presentations
- Printing—black and white, color, offset
- Proofreading
- Questionnaires and surveys
- Rent audio-visual equipment
- Sales qualification
- Scanning
- Scheduling and reminder services
- Set-up audio, video, and web conferences*
- Shipping
- Spreadsheets
- Tele-conferencing
- Transcription and translation
- Typing
- Use of all IO locations nationwide
- Voicemail services
- Web Hosting*
- Word processing
- XYZ...all the other things you need to succeed.

**Some or all services may be outsourced to a IO alliance partner.*

If you have a business need that isn't listed here, ask us. We may be able to help.

Contact Intelligent Office

For more information and to receive a custom services proposal,
visit www.intelligentoffice.com