



VIRTUAL OFFICES



There are numerous benefits to outsourcing your company's virtual needs to Innovative Professional Offices (IPO). Not every small, medium or even large business needs a physical office all the time or in every geographic location that they wish to operate in, but every company does need to project a professional image to their marketplace.

With an IPO Virtual Office, you can take advantage of services such as call answering and mail handling by our receptionist in order to give your customers the right impression of your company. When you do need to hold a meeting or training session at our highly accessible Mississauga location, IPO offers a wide variety of business communication services to make your event run as effortlessly as possible.

HERE IS WHAT YOU GET:

BUSINESS ADDRESS

A permanent mailing address close to Pearson International Airport. IPO handles your mail and incoming packages (outgoing mail handled as well).

PHONE SUPPORT

A professional receptionist to answer your telephone calls, personalized in your business' name. Have your calls forwarded to your cell phone, office, or wherever you are on the road.

BOARDROOMS AND TRAINING ROOMS

Book fully equipped boardrooms or training rooms for a variety of purposes. Available for booking by the hour, half day or full day.

DAY OFFICES AND MEETING ROOMS

Book fully furnished private spaces for more intimate gatherings or on-the-go office use. Available by the hour, half day or full day.

HIGH TECH COMMUNICATIONS EQUIPMENT

IPO provides lightning-fast scanning and photocopying in black and white or colour. Enjoy free incoming faxes, or you can upgrade your package to include your own direct fax line.

WEB DESIGN, DEVELOPMENT AND HOSTING

Professional web design and development services are at your disposal with IPO. We do web hosting, web address registration, custom and interactive website designs, web development, marketing, social media optimization, and much more!

EXTENDED TEAM

While on-site, our professional staff welcomes you and your clients. They assist you with research, clerical word processing, meeting minutes, booking reservations and more. IPO has IT and telecom technicians available for set-ups and troubleshooting or to help you with any technological issues that arise.

To help you get your business going quickly, your virtual office and direct to digital PBX system can be set up within the same day, including your telephone number assignment.



VIRTUAL OFFICE PLANS



PLAN A

TELEPHONE PLAN

- Professional telephone answering in your company's name by a highly trained receptionist
- 24 hour voicemail

PLAN B

ADDRESS AND ANSWERING PLAN

- Professional telephone answering in your company's name by a highly trained receptionist
- 24 hour voicemail
- A (non-P.O. Box) mailing address near Pearson International Airport
- Courier receiving during regular business hours

PLAN C

MAIL BOX ONLY

- A (non-P.O. Box) mailing address near Pearson International Airport
- Courier receiving services during regular business hours
- Access to breakout/boardroom/training rooms

BUNDLE OPTIONS:

INCLUDING DAY OFFICE USE

- 8 hours of day office time
- Professional telephone answering in your company's name
- 24 hour voicemail
- A (non-P.O. Box) mailing address near Pearson International Airport
- Courier receiving during regular business hours

INCLUDING BOARDROOM USE

- 8 hours of combined day office and boardroom time
- Professional telephone answering in your company's name
- 24 hour voicemail
- A (non-P.O. Box) mailing address near Pearson International Airport
- Courier receiving during regular business hours

Meeting/interview rooms, day offices, boardrooms and training rooms are available by the hour, half day and full day.

Telephone 411 listing, audio/visual equipment, secretarial services, web design and development, business and IT services are also available.