

VIRTUAL SERVICES

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VIRTUAL SERVICES



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 virtual office services in Ottawa, businesses can gain an advantage over competitors, increase their business success, and present a more professional image. Innovative Professional Offices provides Virtual Office Services, allowing business owners to gain access to a range of services, amenities, industry technology, and business solutions.

While it is easier to start a business than ever before, the lack of a professional work environment is still a barrier to success. With a virtual office at IPO, businesses can gain access to services that help them succeed and receive the benefits of a professional office space for a fraction of the cost.

MAILBOX SERVICES



- 🏢 A registerable, professional mailing address
- 🏢 Mail and courier receiving services during regular business hours
- 🏢 Access to day-offices/board-room/training rooms as needed

TELEPHONE SERVICES






- 🏢 Professional telephone answering in your company's name by a highly trained, bilingual receptionist
- 🏢 24-hour voicemail w/voicemail-to-email notifications

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HERE'S WHAT YOU CAN EXPECT:




BUSINESS ADDRESS

-  A professional, permanent, registerable mailing address downtown Ottawa.
-  IPO handles your mail and incoming couriers
-  Mail forwarding and outgoing mail/courier services available



PHONE SUPPORT

-  A professional, bilingual receptionist to answer your telephone calls, personalized with your business' name.
-  Call screening and message services available
-  A unique phone number with voicemail and voicemail-to-email notifications.
-  Have your calls forwarded to your cell phone, office, or wherever you are on the road.




DAY-OFFICES AND MEETING ROOMS

-  Book fully furnished private spaces for more intimate gatherings or on-the-go office use.
-  Day-offices, boardrooms and meeting rooms can accommodate up to 1-10 people
-  Available by the hour, half-day, or full-day.


BOARDROOMS AND TRAINING ROOMS

-  Book fully equipped boardrooms or training rooms for a variety of purposes.
-  Available for booking by the 2-hours, half-day, or full-day.

HIGH TECH COMMUNICATIONS EQUIPMENT

-  High speed internet access
-  Available video-conferencing equipment
-  IPO provides lightning-fast scanning and photocopying in black and white or colour and access to incoming and outgoing faxes.

EXTENDED TEAM

-  While on-site, our professional staff welcomes you and your clients. We are here to assist you in making your visit productive and enjoyable.