

VIRTUAL OFFICE SERVICES

Need a virtual office solution? We have what you need...

SOURCE OFFICE SUITES offers standard, or customized, plans to meet the needs of the business professional, whether spending the day on the road, a client facility, or at your home office.

Mail Processing Package

- Professional Address
- Mail and Package Receipt

Telephone Answering Package

- Private Telephone Number
- Voicemail with 24-hour Message Retrieval
- Personalized Phone Answering to Voicemail
(M-F 8:30 AM - 5:30 PM, Excluding Federal Holidays)
(Add Call Patch or Dynamic Extension for Calls Sent to Phone Number(s)/Other Devices)

Business Class Service Package

- Mail Processing Package included
- Telephone Answering Package included
- 4 hours Conference Room/Guest Office Access
(reciprocal use of all Source Office Suites Business Centers)

First Class Service Package

- Business Class Service Package included
- Dynamic Extension (links one phone extension with up to 3 devices)
- Advanced Unified Messaging (transfers voicemail messages to email)

Enhanced Productivity Options

- Mail Forwarding Services (weekly)
- Mail Delivery Confirmation
- IP Phone (handset, user license, PoE power supply)
- Dynamic Extension (links one phone ext. with up to 3 devices)
- Advanced Unified Messaging (transfers voicemails to email)
- Additional Voicemail Boxes
- Call Patch
- Video Conferencing Access
- Pre-Paid Meeting Room Usage
- Self-service Copy, Scan, Fax machine
- Administrative Support/Office Services

One Time Fees

- Refundable Security Deposit - 2 x Monthly Fee
- Voice Line & Voicemail Box Activation
- Lobby Directory Listing (optional)



Reagan Building, WDC



Rockville, MD



Arlington, VA



Tysons, VA



Reston, VA



1-800-999-SUITE (7848)
www.sourceoffice.com