



VIRTUAL OFFICE PLANS

Because an office is more than just space

781-897-1700

617-577-1200

Virtual Office

**Remote Receptionist/
Telephone Answering**

Virtual Office & More

Mailbox and Beyond

When one thinks of office space, they usually think of a place that has a receptionist greeting clients, where telephones are being answered, where packages are delivered, and there's a hum of office equipment in the background. A virtual office actually has all of these things, but you don't have to be there to make it all work for you. Our clients can 'work from virtually anywhere' yet they have a centralized location for all their business services and needs. No one ever needs to know where the actual workspace is.

Virtual Office professionals don't have to change the way they are doing business now, but they can enhance their image to the outside business world.

Virtual Office Locations

Most businesses can benefit by having a professional business address. Choose either a Cambridge or Woburn address (or both) and we will answer your telephone calls just as if you were in the office, and collect your mail for you. The reality is, you can be working from the comfort of your own home, or wherever else you choose to work.

How it all Works

In most companies, the clerical staff actually performs all the tasks that need to be done during the day. The Boss has the plan, and the staff executes it. It works the same way in a virtual office. You handle your core business, and the staff takes care of the office needs.

Virtual Office

Finally, there is a cost-effective alternative to traditional office space that is ready when needed, and without all the hassles of running an office full time.

Professional business address – Choose from either of our locations – Woburn and Cambridge (or both if you like) for use on your letterhead, business cards, email address, etc. This is not a PO Box, but rather a permanent address for your business in an office building.

Mail collection and forwarding – Mail is received and placed in your on-site company mail box, packages are signed for, and everything is sent to you according to your specifications. We even contact you if a check arrives, or if a package should come in. Typically we forward your mail on Fridays with Delivery Confirmation required.

Personalized call answering – Our polite and well-spoken operators allow you to generate a professional office image while you tend to business. We answer in your company name, and provide callers with the information you want them to have.

A local phone number – Provide your clients a local number, and yes, you can take it with you!!

Live call screen, transfer, forwarding – Your callers can be redirected to your home office, your cell phone, or voice mail. We can transfer calls to you whether you are stateside or traveling abroad.

Music on Hold – while we are transferring your caller to you, they hear music and know that they haven't been disconnected.

After-Hours Auto-Attendant - Your clients can reach you for after-hours emergencies – without publishing your home or cell phone number!!

Voice mailbox – Remote set up and retrieval of your personal voicemail 24/7. Password Protected.

Additional Offerings on a fee-for-service basis:

*Fax and refax options *Order taking *Class and Seminar Registration *Outbound/return calls

Special Discount Rates on Office Supplies and Couriers – Receive discounted rates on DHL and 20% off the catalog prices. You get your own accounts, and can use them, wherever you are!!

Preferred rates on offices and meeting rooms – (Woburn location only) When that important client wants to meet with you, there's no need to panic. We can provide you with the proper corporate environment at very attractive pricing.

Virtual Office Assistants and IT Support – Our Virtual Assistants provide professional administrative support to small business or professionals like attorneys, CPAs, etc. We work in increments of as little as 15 minutes at a time. Utilizing our professional services, your company can operate much like a larger company. IT support is available at a price a small business can afford. Give us a call when you need computer assistance. You are not too small to count!!

Starts at \$175.00/month (US)

Pricing

Procuring any of our virtual office products is easy and a less expensive alternative to conduct your business than traditional office space.

Product	12 months [monthly rate]	3 months [monthly rate]	Admin. Set up [one-time fee]
Mailbox and Beyond	Starts at \$99.00	Starts at \$120.00	\$50.00 (US)
Remote Reception	Starts at \$135.00	Starts at \$185.00	\$99.00 (US)
Virtual Office	Starts at \$175.00	Starts at \$225.00	\$99.00 (US)
Virtual Office & More	Starts at \$265.00	Starts at \$335.00	\$99.00 (US)

Contact us at sales@waterfieldbc.com or call us a 781-897-1700. We can customize your program to fit your business needs – *because an office is more than just space.*

Virtual Office & More

You get everything in a virtual office, plus 40 hours per month of office time in our Woburn location.

Professional business address – Choose from either of our locations – Woburn and Cambridge (or both if you like) for use on your letterhead, business cards, email address, etc. This is not a PO Box, but rather a permanent address for your business in an office building.

Mail collection and forwarding – Mail is received and placed in your on-site company mail box, packages are signed for, and everything is sent to you according to your specifications. We even contact you if a check arrives, or if a package should come in. Typically we forward your mail on Fridays with Delivery Confirmation required.

Personalized call answering – Our polite and well-spoken operators allow you to generate a professional office image while you tend to business. We answer in your company name, and provide callers with the information you want them to have.

A local phone number – Provide your clients a local number, and yes, you can take it with you!!

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Music on Hold – while we are transferring your caller to you, they hear music and know that they haven't been disconnected.

After-Hours Auto-Attendant - Your clients can reach you for after-hours emergencies – without publishing your home or cell phone number!!

Voice mailbox – Remote set up and retrieval of your personal voicemail 24/7. Password Protected.

Lobby Listing* – Your company will be listed in the lobby with all other building tenants

40 Hours of private office time – Ideal for professionals who are not in an office more than two or three days a week.

Additional Offerings on a fee-for service basis:

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Virtual Office Assistants and IT Support – Our Virtual Assistants provide professional administrative support to small business or professionals like attorneys, CPAs, etc. We work in increments of as little as 15 minutes at a time. Utilizing our professional services, your company can operate much like a larger company. IT support is available at a price a small business can afford. Give us a call when you need computer assistance. You are not too small to count!!

***Additional Charge applies**

Starts at \$250.00/month (US)

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Remote Receptionist/Telephone Answering

The first impression a caller gets about your business determines whether they will do business with your company. They make that decision within the first 4 to 6 seconds.

Personalized call answering – Our polite and well-spoken operators allow you to generate a professional office image while you tend to business. We answer in your company name, and provide callers with the information you want them to have.

A local phone number – Provide your clients a local number, and yes, you can take it with you!!

Live call screen, transfer, forwarding – Your callers can be redirected to your home office, your cell phone, or voice mail. We can transfer calls to you whether you are stateside or traveling abroad.

Music on Hold – while we are transferring your caller to you, they hear music and know that they haven't been disconnected.

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Preferred rates on offices and meeting rooms – (Woburn location only) When that important client wants to meet with you, there's no need to panic. We can provide you with the proper corporate environment at very attractive pricing.

Virtual Office Assistants and IT Support – Our Virtual Assistants provide professional administrative support to small business or professionals like attorneys, CPAs, etc. We work in increments of as little as 15 minutes at a time. Utilizing our professional services, your company can operate much like a larger company. IT support is available at a price a small business can afford. Give us a call when you need computer assistance. You are not too small to count!!

Starts at \$135.00/month (US)

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Mailbox and Beyond

Gain community recognition with a local business address that you can use on all your official correspondence and mail.

Professional business address – Choose from either of our locations – Woburn and Cambridge (or both if you like) for use on your letterhead, business cards, email address, etc. This is not a PO Box, but rather a permanent address for your business in a professional office building.

Mail collection and forwarding – Mail is received and placed in your on-site company mail box, packages are signed for, and everything is sent to you according to your specifications. We even contact you if a check arrives, or if a package should come in. There is no “mailbox consult” charge if you call us and ask us to look in your mailbox for something specific. And if you call us to let us know that you are expecting a check or contract, we will contact you as soon as it arrives. Typically we forward your mail on Fridays with Delivery Confirmation required.

Pick-up and Drop-off Point – You can use this address for those clients who ‘just want to drop something off’ and you can also have a client come by to pick something up. (Woburn Location Only)

Special Discount Rates on Office Supplies and Couriers – Receive discounted rates on DHL and 20% off the catalog prices. You get your own accounts, and can use them right at your computer, wherever you are!!

Preferred rates on offices and meeting rooms – (Woburn location only) When that important client wants to meet with you, there’s no need to panic. We can provide you with the proper corporate environment at very attractive pricing.

Virtual Office Assistants and IT Support – Our Virtual Assistants provide professional administrative support to small business or professionals like attorneys, CPAs, etc. Many business professionals and home office professionals use these services to help their businesses grow. We work in increments of as little as 15 minutes at a time. Utilizing our professional services, your company can operate much like a larger company. And you know how much good customer service can mean to your business.

IT support is available at a price a small business can afford. Give us a call when you need computer assistance. You are not too small to count!!

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