



Intelligent Office Corporate Fact Sheet

Company Background

- Intelligent Office (www.intelligentoffice.com) is a professionally staffed, temporary and virtual office space for mobile executives and small businesses
- The company was founded in 1995 and is headquartered in Denver, Colo.
- Intelligent Office began its franchising program in 1999
- Today, there are over 50 Intelligent Office locations across the U.S. and Canada
 - A current list of locations is available at www.intelligentoffice.com/locations

Intelligent Workspace

- [Intelligent Workspace](#) provides flexible shared offices and conference room rentals at a prestigious office address with customizable lease terms. Office space is available on a part- or full-time basis
- Clients' business addresses reflect their company's name, not Intelligent Office's
- Virtual executive suites are an affordable way to establish a company's presence in another city
- Clients who use Intelligent Office's services include offsite project teams, mobile consultants, and businesses that need professional and flexible shared offices for a short time or long-term basis
- Standard executive office rentals include:
 - 24/7 access to office space
 - Broadband Internet - both wired and Wi-Fi
 - Executive office furniture including executive style desk, desk chair, side chairs, lamps, etc.
 - Full-feature telephone handset with hands-free speaker
 - Remote receptionists monitor and forward mail to clients anywhere in the world
 - Incoming correspondence is received and personally delivered directly to a client's virtual business office. Mail-forwarding services are available to any address, and all clients' business correspondence is handled with confidentiality and discretion
 - Catering services upon request
 - Intelligent Office clients have access to all of the virtual office services at all location across North America

Intelligent Assistant

- [Intelligent Assistant®](#) is a virtual receptionist service that provides a professional, affordable alternative to hiring a traditional receptionist



- Trained, remote receptionists provide the highest standard of administrative support including professional telephone answering service and the routing of clients' business phone calls to any number in the world, using precise, customized answering instructions
- Each call is screened and routed by a live receptionist to any employee in your company, regardless of your business' size.
- Intelligent Office's advanced CTI (Computer Telephone Integration) functionality allows each employee to have an individualized greeting and update contact instructions or call handling requirements often as needed - even several times throughout the day.
- Intelligent Assistant features and services include:
 - Dedicated business phone numbers and unlimited rollover phone lines
 - Simple and screened forward
 - Expanded hours receptionist service
 - Branch membership
 - Pager voicemail notification
 - Voicemail-to-e-mail messaging
 - Webfax
 - Volume call packages
 - Directory listings
 - Toll-free number
 - Taking reservations
 - Gathering survey results
 - Appointment setting
 - Scheduling
 - Seminar registration
 - New client intake

Intelligent Solutions

- [Intelligent Solutions](#) provide a variety of services for busy executives including:
 - Receptionists to schedule appointments and coordinate meeting details
 - Registration services for seminars and events
 - Phone answering services capable of capturing new prospect information and providing personalized, relevant responses at the point of initial contact
 - Data entry
 - Credit card payment processing by phone
 - E-mail message sorting, organizing, and consolidation
 - Answer customer inquiries
 - Managing client account history
 - Customer order processing
 - Lead dissemination



Intelligent Office®

- Online order processing
- Mail forwarding
- Marketing material fulfillment
- Notary service
- Payroll distribution