

Executive Office Setup and In-House Amenities

- Private lockable offices ranging in size from 9'x10' to 18'x11'
- Complete set of executive furniture including adjustable height desk and adjustable standing workstation, executive high back chair, chair mat, two guest chairs, artwork, file storage, waste and recycling baskets
- Utilities includes heat, air conditioning electricity and water
- Professional building management and maintenance
- Daily janitorial services
- Furnished private kitchen/break room
- Filtered hot and cold water and complimentary gourmet coffees, teas and hot chocolate
- Abundant area surface and garage parking at market rates
- 24/7 secure electronic access to the building and your office(s)
- 24/7 access to voicemail
- Short or long-term lease agreements to fit your need
- Ability to add/expand offices or workstations when needed
- Perfect setting for business networking and collaboration opportunities
- Use of executive center address and fax number for your business cards, stationary, etc.
- Building directory listing
- Wi-Fi and hard wire, high-speed internet access
- Unlimited VOIP local and long distance calling and conference calling
- 10 hours per month use of our spacious boardroom fully furnished with the latest technology
- Boardroom with all you need to conduct meetings including flipcharts, white board, small Keurig machine, etc.
- Shower facilities

Services and Technology

- Professionally furnished and staffed reception and waiting area
- Full-time trained receptionist/administrator
- Customized telephone answering, forwarding and voicemail service
- Business Mail service: outgoing is metered & sent out daily, incoming is sorted & delivered to your office suite
- Overnight delivery services – ingoing and outgoing
- Courier services – ingoing and outgoing
- Free notary services on-site
- Administrative support services
- Office supply services
- Use of networked copier, printer, and scanner
- Timely access to IT support