



Office Space  
& Solutions



# Virtual Receptionist

*Personal receptionists for less than 10% the cost for a traditional receptionist*

- Ⓢ **Dedicated Receptionist** - A team of dedicated receptionists handle your calls as if they were your own employee in your office at a fraction of the cost. The OSS Receptionist answers, screens, announces, and forwards your calls to you anywhere you are.
- Ⓢ **Cost Savings** - At only \$299 per month the OSS Virtual Receptionist costs less than 10% the cost of a traditional receptionist
- Ⓢ **Time Efficiency** - Free up your time to do what you do best
  - No more unwanted calls
  - Take only the calls you want when you want them
  - Offload time consuming tasks (appointment setting, quotes, etc)Your calls are always answered- OSS has a team of receptionist so we always answer your calls.
  - No more sick days, vacation weeks, lunch breaks, or lost business from hang ups by your customers.
- Ⓢ **Professionalism** - The OSS Virtual Receptionist can give your business the feel of a large corporation. Our receptionists are carefully screened and trained to provide the best customer support to your customers.
- Ⓢ **Virtual Receptionist Features**
  - OSS provides a dedicated phone number and voicemail box
  - Your calls are answered within seconds
  - Your customers are professionally greeted with your companies personalized script.
  - Your calls are screened and forwarded to the appropriate person
  - Calls can be forwarded to multiple locations (office, home, cell, etc)
  - Your incoming calls are carefully screened allowing only the calls you want to get through
  - Personalized messages to individual callers
  - Email or text message notification when you receive a voicemail
  - Update your status through email to have your calls handled the way you want when you are out of the office, in a meeting, etc
  - OSS Virtual Receptionist can send an email with answers to pre scripted questions to you before the call is patched through.
  - You only receive the calls you want

***Our Staff is your Staff. They are available to handle all your business needs.***

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