



Office Space
& Solutions

**MORE OFFICE. LESS OVERHEAD.
MAKE THE VIRTUAL OFFICE WORK FOR
YOU.**

OSS Virtual Office gives your company the large corporate feel without the costly expense of leasing office space. You simply pay for the amount of space, time and services that you need. Our offices are available by the hour, day, week, month or more. All of your calls will be answered and visitors greeted by professional receptionists. Your office is already furnished to impress. You will have the luxury of reserving conference rooms sized to suit all of your needs in either of our perfect locations- The Wells Fargo Building of Downtown Norfolk or the Town Center of Virginia Beach.

You will have access to the very latest technology to stay in touch with your customers via multi-line VOIP phone system, Fiber/Wireless Internet access and local area network. Best of all, you have all of the business basics at your fingertips: laser copier, scanner, fax machine, printer, lounge area and bistro.



Take **your business** to a new level.
Visit **www.ossvirginia.com**
or call **757.213.6800** today.

Center Locations @ **Virginia Beach**
4445 Corporation Lane

Virginia Beach, VA 23462

757-213-6800

&

Norfolk
The Wells Fargo Center

440 Monticello Lane, Suite 1800

Norfolk, VA 23510

757-213-6900



So what can you accomplish in your virtual office?

Class A Offices

- Flexible packages- pay for the hours you use
- Prestigious business address
- Mail and package receipt
- Directory listing in the front of the building
- Conference rooms and training facilities
- Exceptional front desk service
- Local telephone number and voicemail

Personalized Receptionist Services

- Calls answered with your tailored greeting
- Calls screened (only receive the ones you want) and forwarded live to you
- Faxes received and forwarded to you
- Appointments set and calendar managed
- Documents prepared
- Customized administrative assistance

Virtual Office Plans

Business Identity

Prestigious mailing address with collection and forwarding

Membership for On-Demand Office

4 hours of Office & Conference Room usage

Virtual Office Basic Package

Prestigious mailing address with collection and forwarding

16 hours of Office & Conference Room usage

Lobby Listing

Live telephone answering, dedicated phone number, voicemail, and call forwarding

After hours automated attendant

Virtual Office Silver Package

Same amenities as the Basic Package, plus

24 hours of Office & Conference Room usage

Lobby Listing

Live telephone answering, dedicated phone number, voicemail, and call forwarding

After hours automated attendant

Virtual Office Gold Package

Same as Silver Package with 40 hours of Office & Conference Room usage

2 phone lines and 2 Voicemail boxes