



INTELLIGENT OFFICE

Your Business Simplified.



Intelligent Office Bethesda

Your Business Solution

Intelligent Office of Bethesda is a provider of both virtual office solutions and executive office suites in heart of Bethesda. We offer customize solutions for your business; professional and virtual business services, sophisticated phone services, executive office rentals, and conference room rentals tailored to your business needs.

Better Business, Simplified, for All. Making owning and operating a business easier, more attainable, enjoyable, and successful for any-size business. What was once only available to big companies, we make available for everyone.



Executive Offices Conference Rooms

Presenting your clients and partners with a professional image is one key to success, so investing in professional office space can be a valuable addition to any business. Your business office doesn't have to be in a fixed location and your office space services don't need to be an inflexible, long-term investment.

Our professional office space options are highly customizable, giving you the freedom to pay for only what you need, when you need it. Why pay the high price of a long-term lease for commercial office space when an agile, flexible and affordable office space solution is available today?

Bolster your company's image with a prestigious business address, executive office space and beautifully appointed offices that will exceed you and your clients expectations of what a professional office environment should be.

Our fully equipped, flexible conference rooms have everything you need to flawlessly pull off your most important presentations, trainings and meetings. We can quickly configure a conference space to comfortably accommodate your large or small group's needs.

If you need assistance planning your meeting or event, our world-class virtual assistant support team is ready to help with scheduling, catering, or anything else you need to ensure that everything goes smoothly.

Elevate your image by moving from the coffee shop to a professional, fully serviced conference room rental or executive office suite. We are located in heart of Bethesda on Wisconsin Avenue. Join us and enjoy what our community can offer your business.

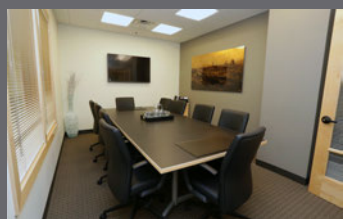
On Demand
Office and Conference Rooms



VIRTUAL PROFESSIONAL OFFICE SPACE AMENITIES

- ✓ 24/7 Access
- ✓ Fully Furnished Kitchens
- ✓ Meeting Spaces
- ✓ Mail/Package Services
- ✓ Executive Office Furniture
- ✓ Fresh Coffee
- ✓ Conference Rooms
- ✓ Distraction Free Environment
- ✓ Full-Featured Phone
- ✓ Client Greeting
- ✓ White Boards
- ✓ Office Equipment
- ✓ WiFi & Wired Internet
- ✓ Move In ready
- ✓ Vibrant Locations
- ✓ Reception/Admin Services
- ✓ Hourly/Daily/Weekly Rentals
- ✓ Private Offices
- ✓ Drop-off/Pick-up Services
- ✓ Longer Term Lease Availability

OFFICE SPACE OPTIONS



Conference Rooms

Comfortably seat up to 10 people in a customized professional conference room. Amenities include a fully functional conference phone, wireless Internet, video conferencing, whiteboard, copy / fax / scan, and wireless connection to a flat screen for presentations. We will gladly assist you with any catering, water or fresh coffee needs for your meeting. You can reserve Conference Rooms for an hour or monthly.



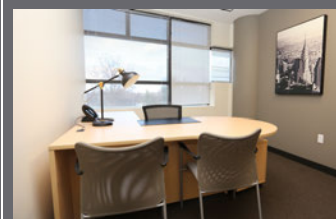
Meeting Rooms

Comfortable seating for 5-6 people. Amenities include a conference phone, wireless internet, whiteboard, copy / fax / scan, notary services, kitchen access, coffee service and more. We will gladly assist you with any catering, water or fresh coffee needs for your meeting.



Executive Office Suites

Executive office space is available on an hourly, daily, weekly or as-needed basis and furnished with a desk, an executive chair and two guest chairs. Amenities include a conference phone, Internet, notary services, copy / scan / fax capabilities and more.



Hourly/Daily Offices

Our move-in ready, full-time office suites are fully furnished with a desk, an executive chair, two guest chairs, a business phone number, a conference phone and internet. In addition, you will have access to our facilities, professional reception services, mail services, kitchen and more.

Intelligent Work Solutions
For
Intelligently run businesses



Phone Services *Intelligent Assistant*

A PROFESSIONAL VOICE FOR YOUR BUSINESS

Trustworthy competence. Friendly professionalism. These ideas are fundamental to Intelligent Office's live phone answering service, featuring responsive virtual receptionists who are familiar with your business. Our receptionists are skilled yet personable individuals who can be made available either on a full-time basis or simply serve as a part-time receptionist for your busy office.

As a first point of contact, our virtual telephone receptionists are in a unique position to make a positive connection with your customers. That direct human connection between your clients and our receptionist can make a very big difference to your bottom line.

Our virtual receptionists consider each and every incoming call to be an opportunity to make a great impression and help you build your business. With Intelligent Office, your clients will never get an impersonal response or a recorded menu during business hours. Instead your customers will reach a live person, which increases your chances of making sales or doing more business.

Our virtual telephone receptionists answer all calls with your custom greeting, and are empowered to screen and route your calls exactly as you specify. Your customers will never even

know they've reached a virtual telephone answering service, they'll think we're part of your team...and we will be!

Our phone service is locally located, we know you and your business, and we are not a call center in a remote area. You will get to know you and our staff will serve you as your own employees, you have access to them and you will know them personally.

FLEXIBLE CALL HANDLING. Most business owners receive multiple calls a day. Some calls are from potential clients, others are from current clients and others could be from telemarketers or other calls that are not imperative to your business's success. Our receptionists can forward important calls to you wherever you are, while screening the calls that are not important and letting you do your job.

MOBILITY AND PEACE OF MIND. Because you have invested in a virtual receptionist, you are no longer tied down to the office. Do more business and achieve better live-work balance by engaging one of our part-time receptionists. Knowing that your receptionist is available during business hours reassures you know that a customer or business partner will never NOT be able to reach you.



WHAT CAN AN INTELLIGENT ASSISTANT® DO?

ANYTHING! (WHAT DO YOU NEED DONE?)

- ✓ Phone Answering
- ✓ Gather Survey Results
- ✓ Meeting Preparation
- ✓ Follow Up on Sales Leads
- ✓ Schedule Appointments
- ✓ Travel/Seminar Registration
- ✓ Manage Social Media
- ✓ Order Personal Items
- ✓ Take Orders
- ✓ Coordinate Mailings and Media Campaigns
- ✓ Conference Registration
- ✓ Virtual Reception
- ✓ Confirmation Calls
- ✓ Answer Client Inquiries
- ✓ Outbound Calling
- ✓ Almost Anything Else
- ✓ Intake Questions
- ✓ Notary Services
- ✓ Sales
- ✓ Take Reservations
- ✓ Typing
- ✓ Book Medical Appointments

Business Address Services

A business address provides a professional image for your small business that you don't get using your home address. Start your business with prestigious address and advertise your business with a business address that it deserves from the day one. Our Intelligent Assistants can sign for deliveries and route packages to and from your clients, and your business now boasts a true business address. Outgoing mail is posted daily, and mail-forwarding services are available to any address. All of your business correspondence is handled with the utmost confidentiality and discretion.





Your Office. Your Address.

Dedicated Offices and Business Address Packages



VIRTUAL MAILBOX SERVICES

A virtual business address gives you a hassle-free way to securely receive mail and packages during regular business hours. Our professional staff will also take care of any mail & package handling or forwarding needs for your business.



PRESTIGIOUS BUSINESS ADDRESS

Intelligent Office offers more than just a virtual P.O. Box by providing a prestigious virtual business address and reception area that you'll be proud to have represent you and your company. Your business address will reflect the values and value of your company without adding the cost of an expensive corporate HQ.



NETWORKING OPPORTUNITIES

Intelligent Office is at the heart of the city's business community. Even if you only swing by to pick up your mail, getting a virtual business address connects you with other professionals working in the area. Use that network of peers to help build your business!

Business Address Mailbox ☐

Business Address at 7201 Wisconsin Ave

Private MailBox with lock

Additional mail services are available*

Service	Monthly Price	Promotional price
Regular Size Mailbox	\$95 per month	\$75 per month
Large Envelope Mailbox	\$100 per month	

Dedicated Executive Office ☐

Dedicated Executive Office with Desk, Executive Chair, and two visitor chairs

WiFi

Phone Service with Live Answer Reception

Printing and Copying (100 pages included)

Access to Conference Rooms (4 hours included)

Service	Monthly Price	Promotional Price
Interior Office	\$1450	
Window Office Type A	\$1895	
Window Office Type B	\$1995	

+ Virtual is our Reality.

You're unique. We understand. That's why we do a free needs assessment to better understand your business and create a custom solution that allows you to focus on doing what you do best that's working intelligently. Our basic Virtual packages presented to you, but we customized everything.

Business Identity ☐

Business Address and MailBox
Phone Service with Live Answer

Service	Monthly Price	Promotional Price
Business Identity (10 calls)	\$149 (1.00 add'l calls)	
Business Identity Plus (100 calls)	\$219 (1.00 add'l calls)	
Business Identity Advance Plus (100 Intelligent Assistant calls)	\$259 (1.50 add'l calls)	

Virtual Offices ☐

Meeting Space Without Address or Phone
You can mix **Virtual Office** packages and **Business Identity** packages

Service	Service Price	Promotional Price
Virtual Office Hourly / Daily	\$25 per hour/\$100 Daily	
Small Conference Room Hourly/ Daily	\$40/ \$240	
Medium Conference Room Hourly/ Daily	\$50/\$300	
Large Conference Room Hourly/ Daily	\$75/\$550	
Virtual Office 20 Hours per month	\$249 per month	
Virtual Office 40 Hours per month	\$339 per month	
Conference Room 10 Hours/month	\$399 per month	
Conference Room 20 Hours/month	\$699 per month	

Virtual & Intelligent* Assistants ☐

Phone services with different level of service

**For an accurate quote we need to understand your business better*

Service	Service Price	Promotional Price
Live Answer Simple Forward Unlimited	\$300	\$99 per month
Live Answer Simple Forward 50 Calls	\$89 (Add'l call \$1.00)	\$49 per month
Live Answer Intelligent Assistant 200 Calls	\$179 (Add'l call \$1.50)	
Live Answer Intelligent Assistant 500 Calls	\$374 (Add'l call \$1.50)	
Toll Free number	\$10 per month	
Voice mail to Email/text	\$10 per month	



+ Join our
Intelligent
Community



*"We champion the needs of the
modern business owner."*

Intelligent Office Bethesda

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