



INTELLIGENT OFFICE

YOUR BUSINESS SIMPLIFIED.

INTELLIGENT OFFICE is a key player in the virtual office movement. IO offers tailored, turnkey solutions for businesses looking to customize elements of traditional office spaces and staffing.

VIRTUAL OFFICES



MAIL

- Professional business address
- Private & secure mailbox
- Pick-up/Drop-off services
- High speed internet
- Onsite parking



MEETINGS

- Access to workspaces at discounted member rates
- Free outbound calls
- Reception courtesies
- High speed internet
- Coffee and water service
- Common areas
- Scheduling portal
- Onsite parking



PHONES

- Custom phone handling
- Local phone number
- After-hours voice mail
- Voice mail to email messaging
- VIP caller notification
- Solicitor handling
- Scheduling appointments

WORKSPACES

- Private executive offices
- Conference rooms
- Coworking space

BUSINESS SOLUTIONS

- Phone Answering Services
- Administrative Assistance

ADDITIONAL SERVICES

- After-hours service (24/7)
- Lobby listing
- Mail check, consultation, forwarding
- Storage
- Copy/Printer/Scanner/Fax
- Notary Public

MEMBERSHIP: Intelligent Office is in more than 60 cities across the United States and Canada. If you are a member in one, you are a member in all.

LOCATION: 2950 Buskirk Avenue, Suite 300, Walnut Creek CA, 94597

PHONE: 925-407-4700

HOURS: 8:30 A.M. – 5:00 P.M.

SALES DIRECTOR: svanderkamp@intelligentoffice.com



INTELLIGENT OFFICE

Your Business Simplified.