

White Pages

Virtual Office

Take Office with You Using Virtual Services

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Every successful business knows how important the Internet has become. Not only has it changed our personal lives, it has changed the way we conduct business, such as email and web page advertising. Your competitors already know how essential an internet presence is to survive in today's economy. However, in addition to email and web pages, the Internet can also be an office. Your Virtual Office.

There are many reason for having a Virtual Office in place for your company.

Take your office with you, wherever you go. From your favorite coffee-house, to your vacation. You will never miss another important event.

Working from home. For many people, telecommuting is a dream. For employees, this is a huge savings in time from commuting back and forth to the office, and the cost of vehicle maintenance and gas.

Downsizing is not a bad word. The best way to make money is to save money. A virtual office will allow you to keep your location in a city without the cost for rent, utilities, payroll and insurance.

Virtual Office

A virtual office will give you the look and feel professional company. You can service customers worldwide without having to increase expenses, and it can all be accomplished with your laptop and an Internet connection. A good virtual office can also help increase business. Nothing is more frustrating than calling a business phone number and having it ring many times before switching you to voicemail.

PHONE & FAX SERVICE - Two companies stand out above the rest, Vonage and One Box. They can issue an 800 phone number and fax number. You can have your calls transferred to your cell phone from a receptionist. If you do not need a 800 number, most cell phone companies will let you order a phone line with the area code for any city you need. You will never miss another call, and the calls you do receive will always be answered.

FILE CABINET - Internet file cabinets will allow you use any computer to retrieve your files that are kept online. Go Daddy has a great plan called Online File Folders. Not only do you have access to your files in your virtual office, you have the opportunity to send your files to your co-workers and customers by email, fax, or cloud services.

MAIL FORWARDING - There are many options Mail Forwarding companies offer. Most will send your mail by US Post on your scheduled dates, and they can also send your mail to a new destination if you're on holiday. Some Mail Forwarding companies can even scan and email your letters, so everything is online.

MEETINGS - Connecting with employees and customers has never so easy with so many options. Your web page may already use chat rooms, instant messaging, and video conferencing. Many accounting software companies have made driving to your accountant a thing of the past as well. Accounting is now real-time online.

A virtual office is an efficient and creative way to conduct business. It may even be the competitive edge you have looked for. Now your company can GO GREEN.

