



officeXchange™
virtual office & telephony services

Hello!

How can we
help your business?

Your advertised number is the lifeblood of your business. Our virtual office solutions and professional call answering services ensure you always look and sound like a business worth talking to!

OfficeXchange™ helps businesses big and small reduce costs and improve customer service levels with virtual office services, gap telephone cover and business critical telephone support.

Your advertised number is the lifeblood of your business. Professional call answering ensures you never miss a call and that your customers are always handled in a professional manner. Whether you're just starting out or weighing up the cost of putting the required technology and staff in place to service your growing business, utilising a service you can switch on and off is less risky and more cost-efficient all round! Take a look at how we can help your business today!

VIRTUAL OFFICE

Give your business a professional presence, instantly:

- Personalised Telephone Answering
- Prestigious UK Business Address
- Mail Handling & Forwarding
- Central London Boardroom Facilities
- Virtual PA Services

From only £34 per month



GAP COVER

Ask us to pick up your overflow calls at key times in your business:

- Reception Services
- Multi-site Cover
- Short Term Peaks
- Holiday Cover
- Weekend Openings
- Call 'Patching' to Individual Staff Members
- Message Taking



BUSINESS CRITICAL TELEPHONY SUPPORT

Take a look at our 'business critical' support services:

- 24/7 Inbound Call Handling
- Media Campaign Response
- Contact Centre
- Online Order Support
- 24 Hour Call Outs
- 24 Hour Helpdesk Support
- Automated Call Handling
- Bookings & Appointment Taking
- IVR & Voicemail Solutions



Why officeXchange™?

> WE HAVE THE EXPERIENCE

We've been in the business of servicing other businesses for over 25 years. We understand your challenges and we've built our reputation on always delivering first-class support and innovative B2B solutions.

> IT MAKES SENSE

Whether you're just starting out or weighing up the cost of putting the required technology and staff in place to service your growing business, utilising a service you can switch on and off as required is less risky and more cost-efficient all round!

> 100% SCALABLE

Grow your service requirement as your business grows or as your needs change. Our services can literally be plugged in and out. Don't pay when you don't use them. Pay when you do. Simple.

> IT JUST WORKS

A single phone call to us and a simple account set-up process is all that's required to switch any of our services on or off.

> TRANSPARENT BILLING

With officeXchange™ you always know where you stand. We agree costs upfront and your usage is captured by the minute on your dedicated workspace. Simply log on to view your updated account status.

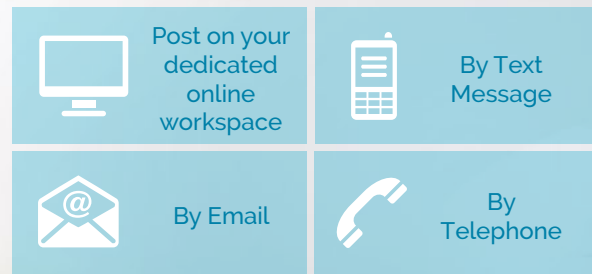
How does it work?

No complex setups, no steep learning curves, no hardware required. Our technology and services gives you all the control with none of the headaches. Instantly!



STAYING IN TOUCH WITH US IS SIMPLE:

Our technology allows you to determine our level of interaction with your customers. We work to your brief. And because circumstances change on the fly, we don't limit the ways you can stay in touch with us to update us on how you want us to handle your calls. This is how:



Our receptionists are the kind of people you would like working for you...

Your PA is a bright, professional and self-motivated person supported by leading technology. It's her job to be interested in you, how your business operates, what it offers, and how she can help you impress your customers or clients. She'll even get to know your frequent callers – just like the receptionist you would employ in your own office.



READY TO CHANGE THE WAY
YOU LOOK AFTER YOUR CALLS?

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