



**DOWNTOWN**  
EXECUTIVE OFFICES

## A Professional Office Environment Built to Optimize Your Performance

Downtown Executive Offices gives you a professional business presence at a fraction of the cost of a traditional office

### Office Your Way

Are you looking for an Office For Rent? Our customized service packages can be designed to support you and your business with a high quality of professionalism. Whether you need a permanent office space or a drop in cubicle to catch up on emails or to complete a quick project, we can provide the support to be successful.

The below list of services are standard features from which to choose. If a professional service is needed that is not listed here, please contact us and we can discuss how to meet your requirement.



#### Dedicated Office Space

- Designated private office with 24/7 access
- Business district address and phone service
- Shared common area benefits including kitchen, conference room and lounge.
- Notary service and coffee service
- Your choice of one additional service



#### Full Reception

- A phone in your office with local phone number
- Personalized voicemail
- Reception answering your line with your personalized greeting
- Music while callers are on hold
- Receiving mail, documents, and payments on your behalf



#### Basic Reception

- Receiving and sorting mail on your behalf
- Receiving your clients and calling you on your cellphone to inform you that he/she has arrived



#### A La Carte

- Call Transferring- Calls will ring to your desired phone
- Personal Fax Line- Dedicated fax machine in your office
- Copier/Fax on site- Free scanner, copies and fax
- Main lobby directory name plate- One time charge

### Contact Us

Two East Congress Street, Suite 900 Tucson, Arizona 85701

[downtownexecutiveoffices.com](http://downtownexecutiveoffices.com) | (520) 202-7300



## Virtual Services

With a virtual office, employees can work from anywhere but still utilize a mailing address, phone answering and messaging services, meeting rooms, video conferencing and more at a lower cost and with greater flexibility.

### Downtown Executive Mail

Ideal for all companies that require the power of a first-class business address, use Downtown Executive Mail when you are testing a new market, require a presence close to clients or simply need to keep your home and business life separate.

Downtown Executive Mail includes:

- The best address: the heart of Tucson, downtown business center
- Mail Collection: Our dedicated team will collect your mail and hold it in a secure environment for you to pick up
- Mail Forwarding: Your mail will be sent to you at the address of your choice on a weekly basis

### Downtown Executive Call Essential

Perfect for any business that requires professional phone presence. Downtown Executive Essentials includes a local telephone number and call answering by a dedicated receptionist.

- Local phone number: Showcase your business to your community with a local phone number
- Voicemail: Personalize your voicemail and retrieve messages at your convenience
- Call Answering: Your personal receptionist, on-demand answering calls according to your instructions
- Call Transferring+: Calls will ring through to your desired phone numbers

### Downtown Executive Workspace

Work from a professional environment built to optimize your performance. Downtown Executive Conference and Boardrooms are built to provide you with foundation to hold your best meetings. Downtown Executive Ready Cubes and Private Offices are available by the hour, professionally furnished and powered by high-speed connectivity and supported with phones. Choose the Workspace plan that's right for you:

- 16 Hours: Downtown Ready Cube, Office or Small Conference Room
- 40 Hours: Downtown Ready Cube, Office or Small Conference Room
- 16 Hours Boardroom (Large Conference Room)
- Meeting rooms, offices and Downtown virtual or cube offices are also available by the hour: Boardroom, conference room, virtual office or cube office

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