

EXECUTIVE SUITES CHECKLIST

This checklist has been developed to assist you while shopping for your new business office. At 1600 Executive Suites, you will find every item listed below offered. We encourage you to check our competition. We are confident you will say "yes" to 1600 Executive Suites.

Company Visited _____ Date _____

CONVENIENCE

- yes no **Location**
- Major business location, Skyway connected
 - Attractive desirable facility, Class A space
 - Close proximity to banks, shops, restaurants

ATMOSPHERE

- yes no **Reception — First Impression**
- Relaxed, professional atmosphere
 - Clean and neat appearance
 - Refreshments offered to visitors
 - Classical background music

- yes no **Office Environment**
- Personal and/or company names listed outside offices
 - Attractive decor and floor plan
 - Nine foot ceilings with full height doors
 - On-site janitorial and maintenance services
 - Dress code — business attire

BUILDING SERVICES

- yes no **Building Amenities**
- Digital directory signage
 - 24 hour access to facilities
 - After hours security guard service
 - On site management and maintenance services
 - Sandwich shop
 - Private health club

Adjacent to Building

- Skyway to Centre Village
Parking ramp - Open air above ground, below
Convenience store w/ dry cleaning service
- Comfort Suites Hotel (Cornell's Restaurant,
Timbuktu Bar, meeting facilities)
- Skyway to Accenture Building
Below ground heated parking ramp, car wash,
reserved spaces available
Convenience store, Restaurant/bar

ADMINISTRATIVE SERVICES

- Filing
- Deliveries/errands
- Typing/form fill-in
- Picture hanging
- Special arrangements made (hotel, airline,
car rental, lunch, special deliveries)
- Signature witnessing
- Notaries public, E-notary
- Furniture moves (within office)
- Office supplies available

- yes no **Telephone answering**
- Incoming calls answered by our friendly
switchboard operators per your instructions
 - Handwritten messages available
 - Unlimited incoming/outgoing calls
 - Customized Voice Mail

Information Processing & Design Services

- Mass mailings
- Business cards
- Legal experience
- Professional proofreading
- Graphics, brochures, display ads
- Résumés
- Transcription of all size cassettes
- Black /White laser printing
- Color laser printing
- Internet access, electronic file transfer
- Web page design and maintenance
- Ability to work use Macintosh & Windows
- Knowledge of all the latest software
- Forms and form fill in
- Available to work in your office on your
equipment and software upon request
- Scanning documents to PDF
- Scanning images to JPG

- yes no **Facsimile**
- Monthly recap of all faxes

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yes no **Printing Services**

- Black & white
- Color printer availability
- Letter, legal, business envelopes

yes no **Copy Services**

- 24 hour access
- Collating capabilities
- Reductions/enlargements
- Multiple machines
- Automatic double side copying
- Computer forms copying availability

yes no **Shipping and Receiving**

- Mass mailing capabilities
- Mail metered twice daily
- UPS and Federal Express daily service
- Preparation of your parcels
- Access to a variety of messenger services

yes no **Kitchen Amenities**

- Refrigerator/freezer
- Ice maker
- Microwave
- Fully stocked with supplies
- Coffee and tea service
- Tenant Appreciation Breakfast Thursdays

Yes no **Leasing Programs**

- Short term/long term leases
- Immediate occupancy
- Virtual office programs

yes no **Furnishings**

- Furnished and unfurnished offices
- Attractive, functional, high quality, contemporary furnishings
- Plant service
- Flower service

yes no **Telephone Equipment**

- Immediate installation
- Display feature speaker phone, conferencing, speed dial
- Private phone number with voice mail
- Analog and ISDN lines available

yes no **Conference Rooms**

- Multiple rooms of different sizes for different needs
- High degree of availability
- Catering arrangements made
- Cookies available
- Coffee/water/tea service
- Part-time furnished offices available
- TV/DVD/VCR availability
- White Boards
- Easels
- Free high-speed wireless/hardwire access

MISSION STATEMENT

To sell extraordinary office services by continually adding valuable services to the rental of our first class office space.

To do everything possible to meet our clients' needs in a timely, courteous and helpful manner. To always remember that our clients are our reason for existence, that serving them is not an imposition on our time, but the reason we are here.

To make a fair and reasonable profit so the company can continue to exist, and to reasonably share those profits with our employees.

To remain a leader in our industry, actively seeking innovation and improvement in our service delivery.

To put forth maximum effort and initiative toward the performance of our jobs and the achievement of the company's goals. The company and management will make every effort to provide working conditions that enable all employees to fulfill their personal needs and goals and to maximize their professional growth as a part of this company.