

*Improve Customer Satisfaction!*

*Reduce Expenses!*

*Create Instant Credibility!*

*And Never Let Another Important Phone Call Go Unanswered!*

# INSTANT OFFICE SOLUTIONS, INC

- Medical Practices
- Corporations
- Small Businesses
- Start Ups



- Established Businesses
- Hospitals
- Special Projects
- Events

No budget? No space? No time to interview, hire and train new support staff?

**NO PROBLEM!**

Utilizing state-of-the-art technology, we provide the highest level virtual assistant services, which we tailor to your operational needs. Whether you are a start up business or an established company, we provide superior customer service to your clients, lower your expenses, and do so... virtually over night.

We are HIPAA compliant and quality focused. Our goal is to maximize your office efficiency whatever the need: whether it's handling your overflow calls, making appointments, transcription, order taking, or all of the above. Use us as a call center or much, much more. Give us a call and ask about our discounted packages.

## SERVICES

- Basic call center features begin with call answering in your company name, patching, screening, announcing, message taking, and message relaying via text or e-mail.
- Full menu secretarial support includes appointment scheduling, transcription, order taking, dispatching, and basic book keeping.
- Executive offices available at a convenient location with or without full clerical support.
- Your own phone number, e-mail, web-based calendar, conference call capability, and voicemail.
- Extended call center options include event registration, customer service [technical, product or customer], lead capture and outbound calling.
- Professional office address with mail receiving, mailboxes, and mail forwarding.

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**Instant Office Solutions, Inc.**

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