

"Work Smarter, Not Harder."

Work Smart, Go Virtual

Guide & Tips:

- Virtual Office Services
- Expand Your Business
The Smart Way
- Benefits Of Virtual Office
Services
- Advantages Of Engaging
Office Services Virtually



FirstCall[®]
We Add Value



Disclaimer

The information presented in this book solely and fully represents the views of the author as of the date of publication. Any omission, or potential misrepresentation of, any peoples or companies is entirely unintentional. As a result of changing information, conditions or contexts, this author reserves the right to alter content at his or her sole discretion impunity.

This book is for informational purposes only and while every attempt has been made to verify the information contained herein, the author assumes no responsibility for errors, inaccuracies, and omissions. Each person has unique needs and this book cannot take these individual differences into account. For ease of use, all links in this book are restricted through this link to facilitate any future changes and minimize dead links.

This e-book is copyright ©2017 with all rights reserved. It is illegal to copy, distribute, or create derivative works from this ebook in whole or in part. No part of this book may be reproduced or transmitted in any form whatsoever, electronic, or mechanical, including photocopying, recording, or by any informational storage or retrieval system without expressed written, dated and signed permission from the author.

Contents.

Introduction.	4
Doing Business With The Help Of A Virtual Office Service.	6
Virtual Office Services To Expand A Business	8
Virtual Office Services	10
The Virtual Office Service Advantage.....	11
Benefits Of Virtual Office Services.....	12
Importance Of Virtual Office Services.....	13
Why Your New Business Might Need A Virtual Office Service	14
Benefits Of Virtual Office Services	15
What Firstcall Virtual Office Can Provide.....	16
Virtual Offices Services You Might Need.....	18
How Virtual Office Services Can Work For You.	19
Benefits Of Utilizing Virtual Office Services	19
Advantages Of Engaging Office Services Virtually	20
Reasons Why You Need A Virtual Office Service	21
Conclusion.....	22

Introduction.

Thank you for downloading this amazing guide— **“Work Smart, Go Virtual.”**

Virtual office solutions have been around for a while now, but the services they offer have changed dramatically over time as technology has changed. If you are a new business owner or entrepreneur, then the wide range of services can be a huge help to your new business.



As a new startup, you might not even know what virtual office solutions are. But with the information you are about to learn, a Virtual Solutions provider could become one of the most important parts of your team. A good partner that provides your start up with timely and profitable project management or daily project completion without the necessity of hiring additional personnel can be a huge strategic advantage.

By now you realize the problems, you want to be out with your potential clients growing and selling your solutions or products, but you have to be in the office taking care of developing marketing brochures, payroll issues, following up on other customer details, all items that are important in keeping your business growing but not business-critical questions. So, what is the solution?

One solution is hiring additional employees or help for the office. The problem is you are probably not financially ready to bring any other staff on yet, and you might not have enough work for someone 5 days a week, 8 hours a day. Or maybe it's just a particular time of the month or week you need the help, and you don't have the time to train someone.

It is the ideal situation for you to partner with a Virtual Office Solutions provider. They can team with you to learn your business objectives and specific job details, such as time constraints and frequency of your job, then work with you on completing your job.

The great benefit is you get your non-critical business task completed when and how you want, and you had to spend no time training or working in the office to get it done. The virtual office provider handled the task as you wanted and in the period you needed it done. Plus, by opening this door, you now have a partner that you can go to when you have important projects that need to be completed and you just don't have time to do it or the time to train someone else. They are a phone call or email away.

There are a great number of reasons that virtual office services are continually growing in popularity. One of those grounds is that it makes it easier for those who are away often to access all of the information that they may need from anywhere. It provides convenience to those who are busy and need to be able to get things done quickly and on their schedule.

It is also a great option for those who are running a small business and need to be able to have all of the availabilities of having an office without the costs of leasing the building and supplying all of the necessary furnishings for it. Many different plans are offered and therefore can fit the budgets of companies that are any size with any needs.

As a new business owner, having help that is cost efficient and convenient is vital. Most communication can be handled through email or messaging so even when you are on the road, you can communicate with your virtual office provider, and they can be working on for you while you are growing your business.

Let's Get Started!

Doing Business With The Help Of A Virtual Office Service.

Virtual office service is the different lines of service that we can get when we set up a virtual office for our business. These services are the same as the various processes in a traditional office. The only difference is that you hire a person or a group of individuals to provide particular functions for your office. In return, you only pay for the needed service and for the time that the service is done. It compared to the traditional way of hiring, offers significant savings to businesses.



People are outsourced outside the company to provide specific job or jobs and pay the service alone, no extra, no initial expenses and no other investment required. Unlike the usual process of hiring permanent employees that need to be trained to handle or perform jobs, virtual office service provides people who are already fit for the particular job required.



During these hard days, companies strive to cut costs without sacrificing quality of service. They find ways to become more competitive while at the same time minimizing cost as much as they can. And that's when setting up a virtual workplace comes in handy. Companies need no longer rent office spaces on a monthly or yearly basis, and rather they do so only when needed. It is right with the virtual office service as well, businesses only get these services when needed, thus promoting savings and cost effectiveness.

Virtual Office Services To Expand A Business

Entrepreneurs, who are not willing to invest much upon renting an office space or on infrastructure, must get a virtual workplace address. Service providers, who offer commercial offices, deliver a range of services along with it to make client's business run smoothly. Some outsourcing firms even provide a brand identity to small or medium organizations and allow them to expand their business with the help of fully serviced business centers, essential tools, and services.



The best part is that these service providers offer custom business options (pay for the services used) and flexible working hours to an organization. It allows round-the-clock operations and enhanced business efficiency. Service vendors charge a reasonable monthly fee for the allotted business solutions.

It is an excellent solution for startups and small businesses that are looking to get a corporate image, leverage additional resources and expand their businesses while keeping costs low. Organizations searching for a virtual workspace must consider the following factors:

- Dedicated business phone number
- Professional receptionist answering calls in your company name
- Business mail Forwarding Address
- Meeting rooms
- Business fax number
- Fax to email
- Music on hold
- Call forwarding to numerous phone numbers

All of these services can be modified depending on the manner you like.

If you have a home business and you'd like to have someone answer your phone calls for you, it's possible with virtual service. They offer this kind of service. Plus, you can have the call redirected to your home phone number. Due to the advanced technology, things like these that were a bit impossible many years ago can be done easily with just a click. This service is also used when you like to test a product. You hire people to do the service for you. It may include conducting surveys and other tests. It is helpful for starting up a business as doing these studies are costly, and it takes the time to educate and train people to do this particular job. This kind of service is readily available for setting up a virtual office.

With virtual office services, you can be sure that your business no matter how small will have a significant presence in the eyes of your market. Using only the latest telecommunication devices, virtual service provides total flexibility for you and a personalized business service to your clients.

The best thing with having virtual office service linked to your company is the ability to use the service anywhere, at any given time and arguably the most important; at a fraction of the cost compared to having a traditional office.

Virtual Office Services

To be taken literally, a virtual office has the address of an office, the telephone numbers and even the meeting/conference rooms of an office except the fact that you are not in that particular office, that means you can operate from anywhere. You either can work from home, plan to enter a new market or could simply do with a high-profile business address- the choice is yours.

Virtual office service is a unique service, which can enhance any business, entrepreneur or professional. They provide many customized services to maximize your time, minimize your cost and help you achieve your goal within a short period. Because you only pay for the services, you need, you do not have pay extra, no waste, no initial expenses and no investment required.

Virtual office provides all of the modern office functionalities that people can use anywhere, anytime and most importantly at a fraction of the cost of a traditional office.

Services virtual office provides include:

- Business address (trading/registered).
- Virtual offices provide all benefits of a prime office location without the need for you to be there. Anytime if you want to relocate, you don't have to change your business address.
- Mail notification.
- Dedicated phone line.
- Message transfer via SMS or e-mail.
- Meeting/conferencing facilities.
- With virtual office call forwarding system, you will never miss a call whether you are in your home office or on the road.
- It gives small businesses a significant presence.
- Using latest in telecommunication technology and business expertise, virtual office provides total flexibility and a truly personalized service to its customers.
- Telephone answering services -Those in need of supportive business services like answering services, a virtual office is the only answer.

- Virtual office provides a full range of telephone services with free additional non-geographical local and national numbers as well as free phone and premium numbers.
- Depending on the level of your subscription, the service is available 24 hours a day, and any call can be transferred or diverted to anywhere in the world.
- Typically, the users of virtual office services would be those who are- seeking a low-risk alternative to renting a conventional office.
- Seeing a business address within an expensive location for corporate image.

The Virtual Office Service Advantage

Authoritative / Reception Staff

These office results might deal with all your regulatory obligations, for example noting your telephone call, redirecting back you sends and other stuff and indeed, welcome your customers. An expert staff dependably makes an impression with the customers, and such workplaces work for that.

The Location Factor

A great area dependably justifies itself with real evidence, and here you get some important region as your precise place. These best virtual office addresses give your mark certain notoriety and additionally help you in pulling in those customers that were truly not conceivable overall.

Meeting Or Training Rooms

Numerous virtual spaces additionally offer you on interest high-end meeting, training and gathering rooms. Having gatherings at overall furnished rooms dependably makes an impression on the customers and makes a stage for your victory.

Benefits Of Virtual Office Services.

Are you planning to start a business? Do you lack business resources? Here are virtual offices services that are probably right for your business; it doesn't have to matter if you are doing it on a budget. The perspective of a virtual office makes it easy for customers and workers in the virtual space to make the best of off-site live communication. With the use of the modern technology and with the presence of Internet connectivity, you can do business with your clients.



Virtual office can decrease ecological impact as well as any own negativity of daily travel. In this kind of service, you don't need to have a building for a workplace or furnished offices, all you just need is people who cooperate with you. The services included are phone services, fax services, receptionist services, virtual assistance, and other services that virtual offices can offer.

These offices also provide all the essential office materials that you need. You do not require going out and purchasing them, fixing them up, informing them and doing regular repairs that these gadgets would usually demand. In this instance, you will be saving money and efforts by

using a virtual office. The advantages of these services are catered for faxing, to emailing, the internet and other services that are typically done in an office.

With these services, you can also get your personal secretary, and you will also be able to pick up your calls, answer several messages, know who has called you, forwarded relevant messages to your email address or even by phone.

Importance Of Virtual Office Services

Those who want to mark an identity on the face of the world with a business but lack all the inadequacies should seek help from virtual office services. Such services are indispensable for a business owner is aspiring to trim down the business expenses and at the same time want to maintain the so-called 'business professionalism.'



It is defined as an office that is off site, yet it is vital communication with its primary objective to use technological advancement to reduce the traditional cost of office and at the same time maintain the flow of business in full spin. There are many benefits of their services, which you keep reaping but with actual no hefty expenditure for furnished office or workplace.

The idea of such services spurred from the junction of Information and technological advancement. If you pay a look at its many benefits, the first would be the decrease in ecological impact and also reduction in an individual's endurance in daily traveling. Since your business has people who work off-site from home, therefore, as your responsibility, you need

to provide some services such as, fax services, web hosting services, web services, virtual assistance, receptionist services and much more.

Why Your New Business Might Need A Virtual Office Service

When the economic disaster hit us a few months ago, no one knew what to say. It was because the whole thing about this event was that no one knew that it was coming and saying the least, it meant that people were living in a little economic bubble that protected them from the outside world. It was scary in one sense. It meant that systems and procedures are up right now as we speak, still, to allow people not to know that the economy was crumbling and there was nothing to be done about it.

People seemed oblivious to the fact that everything was going under and going under fast, and because of this, they were spending and spending as there was no tomorrow. The whole problem underlying this was credit, and that banks were only giving it away to people who had no money and no history at all.

When this happened, they spent the money and only rolled over the difference to another month, and accumulated the amount they owed over and over again. More and more people seemed to be in a state of debt and because of this debt, the realization that money was not there in the first place caused such a domino effect on the economy when the crisis did hit.

It can very easily be described as living without a tomorrow. Now, what this has taught us is that you need to save your money whenever you can, and this is especially true when you have a business or when you are starting one.

The problem with new ventures or old business failing is the cash flow crisis, and there seems to be no cash at all. Now, the actual problem is that money is being channeled to areas that are not necessary or even redundant in the first place. So, this is why you might want to consider the services of a virtual office.

Why expand your office in the physical sense when you can expand your office and your action plan for new market segments in both direction of the words and a fraction of the price. That is the beauty of the virtual office and how it can help your business now and in the future.

Realize that this is perhaps the most important discovery and implementation in the business world and you will be set on the right path to make the kind of money that you deserve with your new business. It is all about reducing the amount of risk that you have and with this, you

can surely reduce the risk capital that is injected at the beginning of the business. If you look online, you would realize that there are so many of these virtual offices up and about, and there is a very fine and good reason for this. At the end of the day, the success of your new business might just depend on the virtual office service.

Benefits Of Virtual Office Services

With a virtual office, you will have a permanent location and a business address, and you can choose from many very prestigious addresses to truly give your business an edge. Once you have your address situated, then you decide communications package, which typically includes toll-free numbers, answering service, or voice mail depending on the package you choose.

Virtual office services help to grow your business because you look professional in the eyes of the customer and they recommend you to others. Customers always recommend a hassle-free company that appears to have their act together. Therefore, virtual services can and do help you to grow your business.

What's more, virtual services are customizable, and you get just what you need, you can add on to your services later on. They are reasonably priced when you consider the amount of time you will be saving and how it can help you to grow your business.



What Firstcall Virtual Office Can Provide.

FirstCall virtual office service is a unique service that provides clients with a prestigious address, professional receptionist, mail forwarding and meeting room services, Music on hold and more without the high cost of renting a physical office. Virtual offices provide services to all kinds of business, from sole trader to large enterprises, to communicate professionally and more efficiently with their remotely located customers. With virtual office services, your front and back of your business are covered.



FirstCall virtual office service helps you present your company's image to your customers as well as the prospective clients by providing telephone answering, mail handling and business address with conference room facility. Reap the benefits of attaching a prime business address to your company including professional phone and mail processing.

Telephone answering service with mail forwarding- their virtual office services provide you with live telephone answering services for customer support and taking orders for your products/services or even just taking down basic information of the caller. With FirstCall virtual

office services, you do not have to worry that you might be missing important messages because a real person always answers the telephone with the number of your company and within only seconds you receive the caller details via email, faxes and relay your messages as per your instructions.



Business address at a prestigious landmark- Small and home-based businesses do not want to use their home address for business correspondence. A business address is for those who require an office identity but do not have the budget for a physical office. They also provide a high-profile business address in the countries or cities they are operating in, which creates an image of success to your clients.

Office space service/meeting rooms- This includes fully furnished workplace with professional staff and administrative support on a pay-by-use basis. When you need to meet a customer face-to-face in your serviced office, their virtual office will provide you conference/meeting rooms to meet your clients.

The best part of virtual office services by FirstCall is that you pay only for what you use and when you use it. It is the most cost efficient mechanism for you to establish your corporate identity.

Their virtual office services provide unique, innovative solutions that are designed to custom-fit your individual business needs. These services are for those in need of a business presence without the expense of traditional office space. Their virtual office provides customized services as per your need to maximize your time, minimize your cost and help you focus on your business.

Thank You for previewing this eBook

You can read the full version of this eBook in different formats:

- HTML (Free /Available to everyone)
- PDF / TXT (Available to V.I.P. members. Free Standard members can access up to 5 PDF/TXT eBooks per month each month)
- Epub & Mobipocket (Exclusive to V.I.P. members)

To download this full book, simply select the format you desire below

