

Instant Office | instant image



Our clients rely on us to assist in the basic operations of their business. We offer a full range of on-site business support services to our clients. The **Metro Offices** Team is friendly and efficient. Our clients utilize our support services to assist in their daily administrative needs, marketing efforts, and quarterly projects.

Our multi-media network also allows us to offer a wide range of support services to our Road Warrior and Virtual Office clients, including telecommunications, administrative assistance, and access to business lounges, Flex Desks, meeting rooms, and guest offices.

Business Support | Services

- ▶ Word Processing
- ▶ Desktop Publishing
- ▶ Project Design/Consulting
- ▶ Excel Spreadsheets
- ▶ Graphic Design
- ▶ Presentations
- ▶ Newsletters
- ▶ Resume Writing
- ▶ Database Management
- ▶ Data Entry
- ▶ Internet Research
- ▶ Software Support/Training
- ▶ Web Site Design
- ▶ Notary Services
- ▶ Color Printing
- ▶ Scanning
- ▶ Business Cards & Stationery Design

Additional | Services

- ▶ Dedicated Bandwidth Solutions
- ▶ Web & E-Mail Hosting
- ▶ Networked Printing & Scanning
- ▶ Disaster Recovery & Contingency Planning
- ▶ Concierge Services
- ▶ Facsimile Outgoing/Incoming
- ▶ Office Supplies
- ▶ Free Wireless Internet
- ▶ On-Site Technical Support
- ▶ Video/Audio/Webconferencing
- ▶ Toll-Free Numbers
- ▶ Photocopying
- ▶ GBC Binding
- ▶ Catering Services
- ▶ Incoming/Outgoing Metered Mail
- ▶ Cable/Direct TV
- ▶ On-Site Server Storage
- ▶ Automated Data Backup
- ▶ Additional Voice Mail Boxes
- ▶ Courier Services
- ▶ Shipping Services

For more information | call us today
 800.877.9788
 www.metrooffice.com



METRO OFFICES

"Innovative Workplace Solutions"