

Receptionist Services



Shared-Cost Receptionist Services

- You need the professionalism associated with your own receptionist and the phone coverage so all your business calls are answered. At the same time you can't justify expense and administrative burden of having your own full-time employee. Our shared receptionist services uses our custom technology to personalize our receptionist service so we can intelligently screen your calls and even schedule your appointments. Think of the time you'll save if you can offload the nuisance calls.

Live Main Lobby Receptionist During Business Hours

- Our friendly receptionists will greet your customers when they come to the office during business hours, giving you that professional edge.

Live Receptionist for Call Answering

Packages & Pricing

- One of our live, professional receptionists will answer your incoming calls with your personalized greeting.

Live Call Screening, Transferring and Forwarding

- One of our live, professional receptionists will answer your incoming calls with your personalized greeting, and screen your callers to allow you freedom of time. Receive your messages by voice, text or email.

Calendaring and Appointment Scheduling

- Our staff can schedule appointments for you according to your criteria on an online shared calendar.

Order Processing and Customer Service

- Take advantage of our administrative staff to handle some or all of your customer service needs.

Live Inbound and Outbound Sales Support

- You provide the scripts or work with us to develop one with you, and we can provide the sales support you need.

Conference Call Support

- You're in control to schedule rooms anywhere you have internet access, even on short notice.

