

OFFICE SPACE & SERVICES

Your lease package includes:

- ◆ Private office or workstation
- ◆ Receptionists
- ◆ Personalized telephone answering
- ◆ Daily janitorial service
- ◆ Conference rooms (4-8 hours/mo.)
- ◆ Beautifully appointed reception area
- ◆ Voice mail
- ◆ Complimentary coffee

CORPORATE IDENTITY - The Virtual Office

Complete business identity & support

NO LEASE

- ◆ Business address
- ◆ Business telephone number
- ◆ Reception/telephone answering with your business name
- ◆ Voice mail
- ◆ Access to fax and copier
- ◆ Conference rooms (4 hours/mo.)
- ◆ Access to word processing
- ◆ Database management
- ◆ Internet research

COMMUNICATION MANAGEMENT

"One phone number is all I need to be reached at my office, car, home or boat."

- ◆ Professional telephone answering
- ◆ Full-time Part-time Noon-time
- ◆ Voice mail ◆ 800 numbers
- ◆ Telephone number with answering
- ◆ Call transfer to other locations

For those who demand the best

- ◆ Location
- ◆ Image
- ◆ Business Support Services
- ◆ Office space

Keystone is:

- ◆ the only office space with services
- ◆ located in a beautiful historic renovation
- ◆ in the heart of Florence's financial, professional, governmental community
- ◆ privately owned & operated



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"A Unique Approach To Traditional Office Space"