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EXECUTIVE OFFICES & SUITES






Innovative Professional Offices (IPO) provides conveniently located, fully furnished, ready-to-use single office spaces and private executive suites. Our professional offices are a truly intelligent solution, with exceptional administrative services available to help support your business.

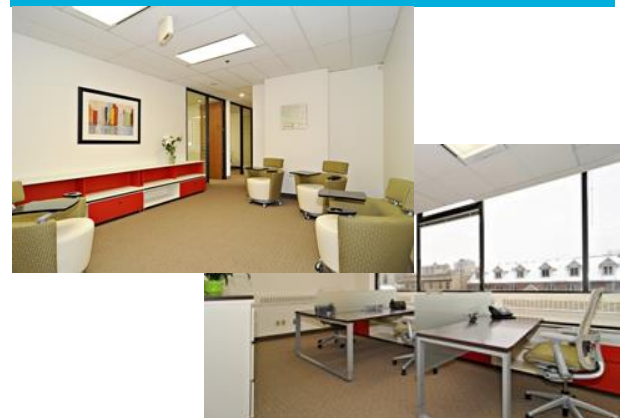
With IPO, choosing and adjusting the services you require is straightforward and trouble-free because we understand how businesses change and evolve. There are many office options available for you, which can accommodate all different sizes of companies and budgets. Our personalized approach allows us to offer you a highly efficient and professional solution to grow your business.



PRIVATE EXECUTIVE OFFICES



-  Work in a comfortable and stylish environment, with high-quality desks, chairs and filing cabinets from top manufacturers
-  A full-time, bilingual receptionist to greet and direct your guests.
-  Choose the amenities and services that fit your exact needs

PRIVATE EXECUTIVE SUITES



-  Work in a suite of offices that can comfortably fit multiple employees
-  Save on rent and utility costs by choosing a shared office and taking advantage of our efficient layout plans

Please turn over for more information 

EXECUTIVE OFFICES



HERE'S SOME OF WHAT YOU CAN EXPECT:

- Your own private, secure, tastefully appointed space
 - Full access to all common areas (reception, kitchens, etc.)
 - Reduced rates for boardrooms and day offices
 - Access to state-of-the-art presentation and collaboration equipment
- A full-time, bilingual receptionist to greet and direct your guests
- Welcome your clients in our spacious executive reception area
- Mail and package handling (incoming and outgoing) through our Customer Support Specialist
- A permanent business mailing address
- Support services available at a reasonable cost:
 - Telephone line with answering services, voicemail, voicemail to email
 - Communications equipment (printing, scanning, photocopying, faxing)
 - Secretarial and administrative services
- 24/7 access to your office in a fully secured building
- Access to our kitchens including free coffee and tea
- Enjoy a high level of security: your office is key locked, common areas require pass card access, security video monitoring
- Centrally located in the downtown core, close to the Ottawa International Airport, the 417 highway, transit stops and plenty of amenities

