



BUSINESS SUPPORT SERVICES



Innovative Professional Offices (IPO) understands your needs as a business owner and has all the tools to support them. Our staff members are prepared to assist and help you get the most value from all of our services. Ask us about our HTC remote office options, and airport drop-offs and pick-ups!

PROFESSIONAL RECEPTIONIST

A professional receptionist can answer your telephone calls, personalized in your business' name or however you specify. Have your calls forwarded to your office, cell phone, or wherever you are.

PRINTING/FAX

Our communications equipment is high tech and reliable. IPO provides lightning-fast scanning and photocopying in black and white or colour. Included in your monthly package is a fax number for receipt of faxes (you can upgrade your package to include a direct fax line if you wish). Binding and other project preparation services are also available.

WEB DESIGN, DEVELOPMENT AND HOSTING

Ask about our professional web design and development services. We do web hosting, web address registration, custom and interactive website designs, web development, marketing, social media optimization, and much more!

ADMINISTRATIVE AND TECHNICAL SUPPORT

Make use of our staff to assist you with research, clerical word processing, meeting minutes, booking reservations and more. IPO has IT and telecom technicians available for set-ups, monitoring and troubleshooting or to assist you with any technological issues that arise.

OFFICE SUPPLIES

We have most basic supplies available for purchase. Additional or unique supplies can be ordered one to two weeks in advance through our receptionist.

TELEPHONE SERVICES

Our enhanced telephone and voicemail system is simple, user-friendly, and provides access to a wide range of phone features and advanced services. Take advantage of our value-added applications, including: access to your company and personal directories, click-to-dial calling, visual access to voicemail, call screening, a call log and voice message notification, conferencing and more.

SUPPORT TEAM

IPO's team of professional staff is available to assist you in the day-to-day duties of running your office, so you can focus on your core business. Consider the time and costs you will save by outsourcing tedious administrative work to us!

RECEPTION AREA AND KITCHEN

Make use of our fully equipped kitchen and common areas. Relax or just take a breather in our reception and breakout areas, which provide added value for welcoming guests and networking with clients.