



Your Virtual Front Desk ...

Outsource all or part of your front desk operation while keeping your business costs and capital outlay to a minimum.



Virtual FrontDesk

Today, you can grow your business and your profits by rethinking how your incoming calls are handled. Because the combination of current PBX technology and our staff of telephone service professionals now make it possible to outsource this very important function.

Our Virtual FrontDesk service is designed around this capability. From the answering and routing of your inbound phone calls, to message taking and day office services, our team of dedicated telephone service professionals is ready to assist you.

Your On-site Service

PS Executive Centers are located in all of the buildings shown overleaf. This means that you can receive on-site live operator telephone answering service every day during business hours. So PS can help your business continue to run as smoothly as possible. Incoming calls after hours can be automatically forwarded to a number of your choice, or routed to your private voice mailbox.

Your Calls

Services include, but are not limited to the following:

- Your visitors welcomed personally and announced to you.
- Your calls answered in your company name.
- Your calls handled according to your specifications.
- Seamless transfer of calls to your office, mobile phone, off-site location or your private voice mailbox.

Your Support Team

PS Executive Centers has been answering calls for our clients since 1987. We currently operate 9 Executive Centers in Florida, Indiana and Ohio.

We recognize the responsibility of handling you callers and the importance of making a good first impression. So give us a call to see what kind of impression we make on you. If you're impressed, ask for a meeting with our the Branch Manager

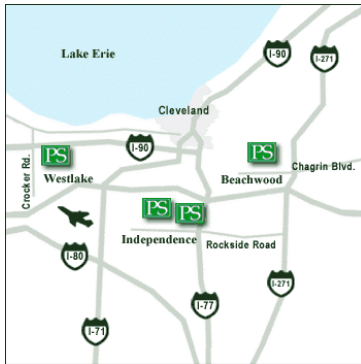
Your Global Partner

PS Executive Centers is part of a growing network of serviced office, virtual office and meeting room rental providers in more than 600 locations in 36 countries.

As a PS client, we'll be pleased to arrange reservations for you and your business at any of these facilities.

Locations

Cleveland OH



PS Cleveland West – Gemini Towers

1991 Crocker Road, Suite 600
Westlake, OH 44145
(440) 892-3300



PS Cleveland South – Independence Place

4807 Rockside Road, Suite 400
Independence, OH 44131
(216) 642-8200



PS Cleveland South – Crown Centre

5005 Rockside Road, Suite 600
Independence, OH 44131
(216) 573-3700



PS Cleveland East – Enterprise Place

3401 Enterprise Pkwy, Suite 340
Beachwood, OH 44122
(216) 766-5700

Columbus OH



PS Columbus Northwest – Metro Center V

655 Metro Place South, Suite 600
Dublin, OH 43017
(614) 789-1600



PS Columbus North – Mettler Toledo Bldg.

1900 Polaris Parkway, Suite 450
Columbus, OH 43240
(614) 785-6400



PS Columbus East – Easton Town Center

4200 Regent Street, Suite 200
Columbus, OH 43219
(614) 944-5700

Indianapolis IN



PS Indianapolis North – Three Woodfield Crossing

8425 Woodfield Crossing Blvd., Suite 100
Indianapolis, IN 46240
(317) 469-7500

Tampa FL



PS Tampa East – Highland Oaks I

10150 Highland Manor Drive, Suite 200
Tampa, FL 33610
(813) 314-2200