

WHY YOU SHOULD USE A VIRTUAL OFFICE

A PUBLICATION BY NORTHPOINT EXECUTIVE SUITES

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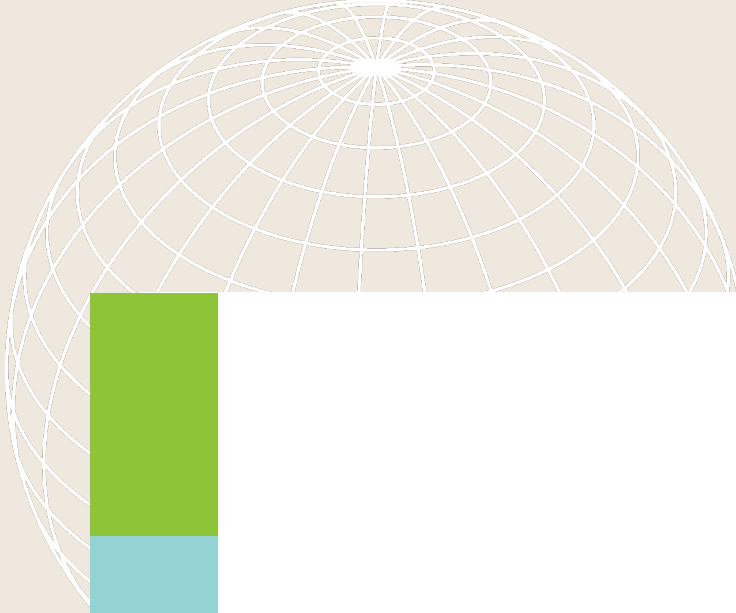
1. INTRODUCTION

Businesses have realized the enormous cost savings of the virtual office, which is one of the main drivers for the transition from traditional office settings.

However, it is not the only reason people are making the switch. Millennials prefer to stay connected virtually. Many sales teams travel frequently, rendering an office space useless for them most of the time.

A virtual office allows businesses and individuals to significantly reduce the cost of getting the word out about their business and interact with the world in a way that was unimaginable 25 years ago.

By reducing overhead and letting people work remotely over a virtual setting, companies are increasing both their profits and their resources.



2. WHAT IS A VIRTUAL OFFICE?

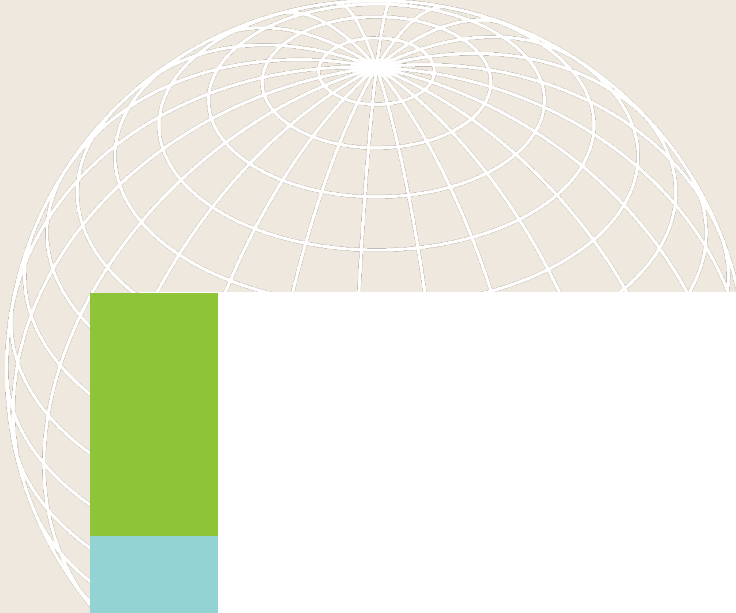


A VIRTUAL OFFICE: WHAT'S THAT?

A virtual office has all of the benefits of a traditional office minus the cost of maintaining a physical building. You get the following so that you and your employees can work from different locations:

- A secure mailing address for mail and packages that are required to run a business (such as hardware for employees, bills that are not electronic, and other communications).
- A friendly receptionist who handles your regular calls according to your set standards.
- Meeting and conference rooms that are ready for your business needs without you having to rent or own the building.

The functions and features of a physical office create unnecessary overhead costs, but a virtual office gives you the professional functions you need without the exorbitant overhead charges.

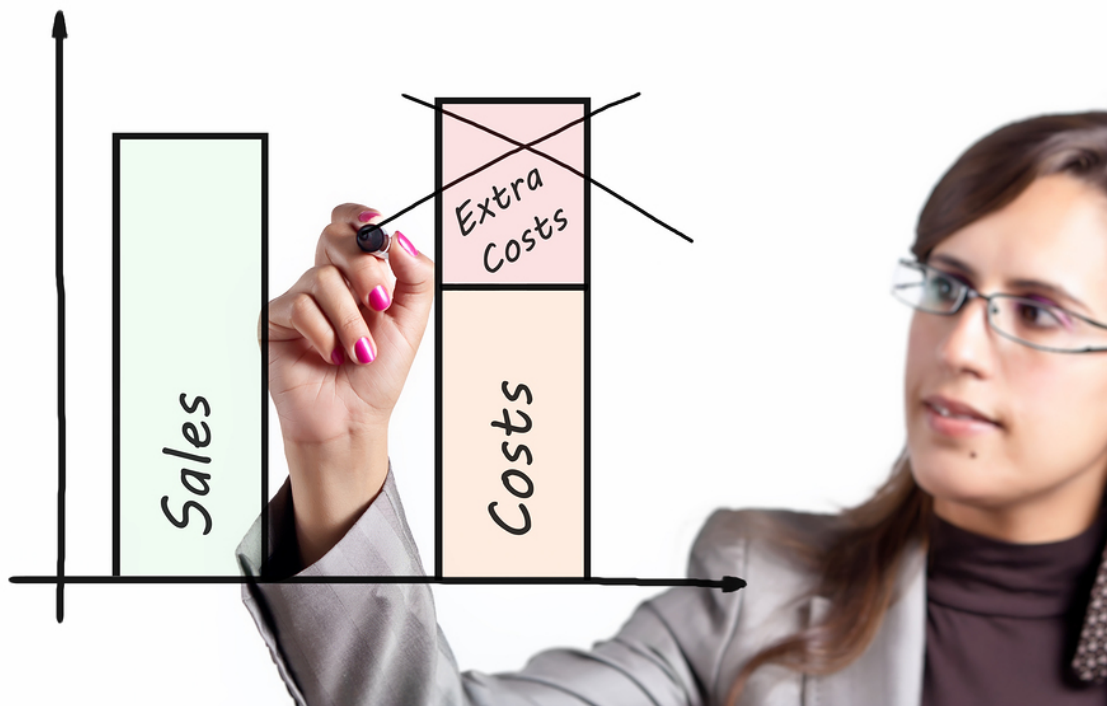


**3.
WHY DO
COMPANIES USE
VIRTUAL OFFICES?**

WHY WOULD A COMPANY USE A VIRTUAL OFFICE?

Cost savings is easily one of the main reasons why companies choose virtual offices. However, it is not the only consideration.

If your employees spend a lot of time traveling, you are essentially throwing money away by maintaining an office space while your employees are out in the field, rarely visiting your office.

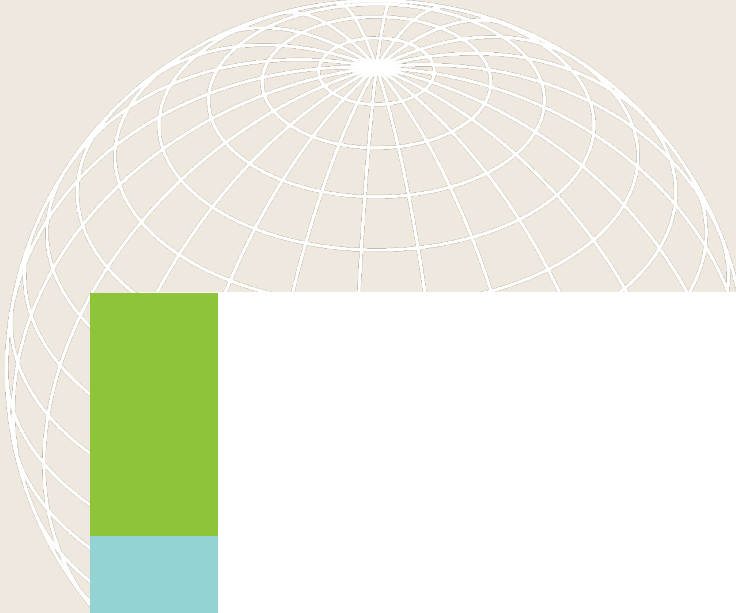




Virtual offices are also a great way to boost employee morale, and in some industries it is the only way to stay competitive.

If a person has the chance to work from home, that employee is much more likely to take (or stay with) a job where they don't have to commute.

Productivity tends to go up as well, because employees can start the day at their own pace – and by eliminating a commute employees can get their days started early, and on time.



**4.
WHAT SHOULD I
LOOK FOR IN A
VIRTUAL OFFICE?**



WHAT SHOULD I LOOK FOR IN A VIRTUAL OFFICE?

Every business is different, so you really should get a consultation to see what your unique business needs are. You want an office provider who can offer a range of packages to fit your needs. NorthPoint Executive Suites, for example, offers a variety of virtual office packages to choose from, depending on the services you are seeking.



- As of 2015, roughly 3.7 million employees completed half of their job from home. That's about 2.5% of the total working population.

- One survey found 80 to 90% of American employees would like the option to work from home 2-3 days a week - but still want an office for collaboration.

- Fortune 1000 companies around the world have started changing how they manage office space since employees are so mobile.

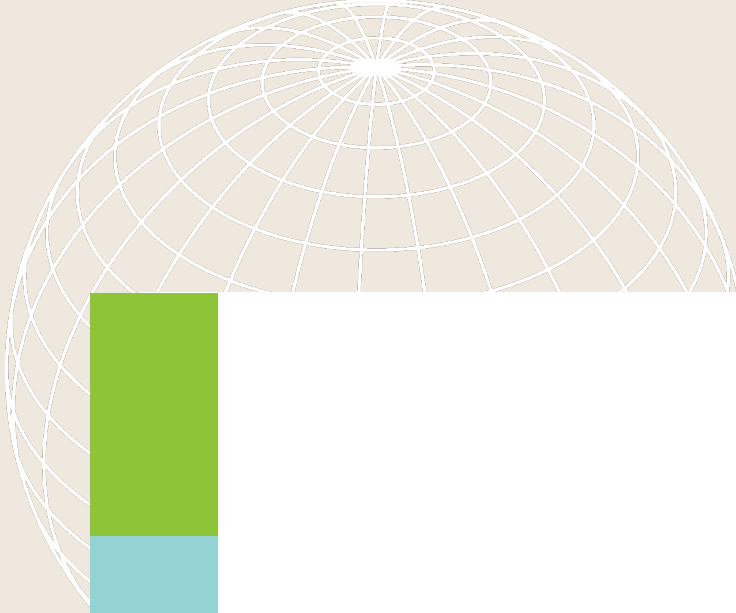
- Several studies have indicated employees are away from their desk over **half** the time as they work.

5. HOW DO I GET THE MOST VALUE FROM A VIRTUAL OFFICE?

A local provider is preferable because you will receive better customer service and the staff will be more familiar with your area.

With a customized package and a walkthrough of what you are getting, you'll be able to get the most out of your package.

Don't forget to contact your provider if your business needs change. Keeping your package current will make your investment go a lot further.



6.
**WHY SHOULD MY
COMPANY USE A
VIRTUAL OFFICE?**



WHY SHOULD MY COMPANY USE A VIRTUAL OFFICE?

With the increasing trend of businesses allowing employees to work from home, the appeal of the virtual office is growing.

Several studies have shown that employees are increasingly working while not at their desks – this is due to the improvement in technology, and the fact that people can access the internet anytime they want, often from their smart phones. Employees are always connected to their jobs.

When given a chance to work from home a few days a week, employees tend to be more productive because they have a balance between quiet time to get things done and time in the office collaborating with the team. However, if you allow employees to work from home just two days a week and still pay for an office, you will end up paying unnecessarily for space you don't need, which is a cost drain that can be avoided.

With a virtual office you get all of the benefits of an office without the costs of maintaining the space. If you have been considering allowing employees to work from home, you should find out what your options are for a virtual office. There are a number of available options so that you can customize your office support based on your specific needs.

COST AND SPACE SAVING BENEFITS OF VIRTUAL OFFICES

Perhaps you want to maintain an office space, but you would like to significantly reduce the size of the area that you need. If you don't need a welcoming area for clients, you really don't need a physical reception area. Or perhaps you tend to conduct most of your meetings in conference rooms or in locations outside of your office. If you have rooms that are empty a vast majority of the time, you are paying far more to maintain that space than necessary.

A virtual office condenses many of the functions of an office into a single reduced cost.

Whether you decide to let everyone work from home, have employees who spend more time on the road or in the office, or have a partial remote policy, the virtual office can eliminate empty space so your physical office is more cost effective.





Virtual offices can be more than just your common office space as well. If you need executive office space, you can expand your services beyond the basic package. Some executive options are:

- Coffee and tea service
- A prestigious business address
- Discounts on both administrative services (such as on demand)
- Distinguished conference area
- Text notifications for deliveries

CONCLUSION

It is becoming increasingly difficult to be competitive in a traditional business setting. Virtual offices are a fantastic cost savings that can be difficult to turn down, and many prospective employees are seeking out companies that offer this flexible policy.

By offering a work from home policy and using temporary office space, such as an executive office suite, you will eliminate typical rent and building costs and utilities. This can make a huge financial difference for your company by reducing overhead costs and utility bills.

There are other costs that you can eliminate as well, such as janitorial and maintenance expenses, as well as employee parking, particularly for companies with office space in a city which can be expensive.

Many service costs can be bundled together with a virtual office as well, such as a receptionist position and a mailing address, which simplifies the office management process.

And, of course, you also save on office equipment and furniture.



CONCLUSION

When employees are able to work around personal obligations more easily, they spend less time worrying about fitting everything into a single day. Without the daily commute, employees will find they have more time to actually get work done before they have to go to an appointment.

This work-life flexibility is seen by potential employees as a benefit and can help you attract and retain better employees. The money you save on overhead and office equipment can then be used to offer higher salaries! With higher pay and the opportunity to work from home, employees will find your company attractive and you can stay competitive in the marketplace.



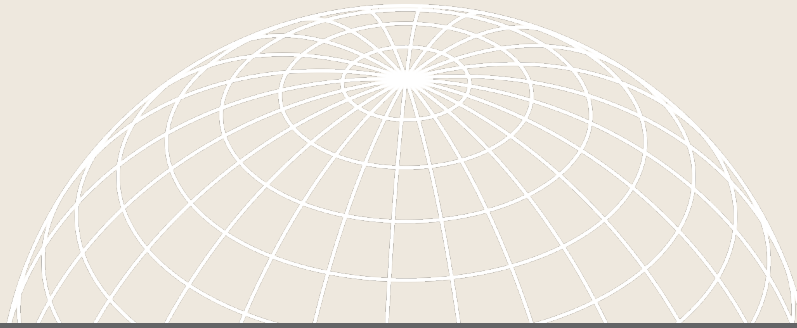
CONCLUSION

Overall, two of the best benefits of a virtual office is the overhead cost reduction and the scalability.

As your business grows, you will have far fewer costs and the flexibility to get more office space if you use an executive office suite as needed - without sacrificing professional services such as a respected mailing address and phone answering services.

From happier employees to a more organized, centralized “office” for employees on the go, virtual offices are making a significant difference in the business world.





CONTACT NORTHPOINT EXECUTIVE SUITES

For information about virtual office packages
and executive office space, contact
NorthPoint Executive Suites today.
678.242.5200

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