

## ***Executive Suites***

An executive suite provides an office in a professional business environment that includes a receptionist that can answer your phone calls in your company name, greet your clients, sign for packages and present a professional image of your business regardless if you are in your office or away. There is no need to train and hire a receptionist to answer your calls. You don't need to deal with hiring of employees and employees not showing up for work. You can just focus on your business and having the peace of mind that your office is well run.



After conducting a lot of research we designed our executive suites based on our clients' inputs and suggestions. Our suites average between 200-300 sq. ft. This is much larger than industry standards. We have added enclosed secretarial bays for most suites. This gives you the option of having an assistant but also keeps your office private since you can close your door. We still have a live receptionist that will answer phone calls, receive mail and greet your guests. We have T1 internet hookups in each office and fax and voicemail that goes directly to email. You can also directly send files to be copied in our state of the art copy room from your office. Wi-Fi will also be available.

Our conference room is state of the art. We have live web conferencing so people can easily join in on your meetings. The conference room is also soundproofed for your privacy. You can present your presentations on our wall mounted 42" LCD television.

Another client input was large meeting space. We have made this a reality with our 1100 sq. ft. meeting room. You can have meetings, seminars and lectures that can accommodate up to 75 people with chairs and tables. The central location is once again conducive for meetings in the Las Vegas area and should be an attractive feature to enhance your business.

All the amenities of a large expensive office are available for your business needs with out you laying out money. You get the use of the sound proofed conference room when needed, state of the art copy room and even private kitchen to take breaks. The state of the art phone system is installed with professional business Mitel phones and high speed T1 internet. All you have to do is show up and you are ready for business. You don't even have to show up, all your business calls will be answered and directed the way you want in real time.



## **Who Leases an Executive Suite?**

**Many businesses have found that the executive suite is beneficial to their operations and success. These include:**

- **Attorneys**
- **Real Estate Brokers/Agents**
- **Mortgage Companies**
- **Out of state professionals that want to have a presence in Las Vegas**
- **Insurance**
- **Financial Planners**
- **Accountants / C.P.A.'s**
- **Book Keepers**
- **Appraisers**
- **Architects**
- **Consultants**
- **Internet related Businesses / Web Design Companies**
- **Marketing Professionals**
- **Engineering**
- **Graphic Artists**
- **Therapists**
- **Sales**
- **Wedding/Party Planners**
- **Convention Organizers**
- **Tourist Related Companies**
- **Furniture Distributors**
- **Food Brokers**
- **Trades**

Our system software is Find Me Follow Me which allows you to leave up to 5 phone numbers for a call to reach you. For example when the receptionist receives a phone call the system can first call your cell, home, other business phone number in another state, or any other number before going to voice mail. It is up to you how you want to receive calls and where you want them directed. You can also change the order or procedure any time. It is up to you, the executive. All voice mail calls will also go to email for your convenience so you have a record of them.

### ***Built in Secretarial Bays***

Our executive suites have built in secretarial bays. This is a great feature which allows you to hire an assistant either part time or full time. Our clients overwhelmingly request these and they were designed accordingly. Many professionals will hire people to assist them in their work. Having a place for an assistant that is separate from your office is crucial for your peace of mind. Your office door can be closed when your assistant is working and they will not be privy to your conversations. Many professionals may hire temporary workers when their case loads get large, such as paralegals. Our receptionist can still answer the phone for your business or the phone can be directed straight to your suite. As an executive it is a privilege to have the option of having a private office that has secretarial bays for hired assistants. You could even have appointments in your office since your assistant will be in their private secretarial bay.



### ***Why an Executive Suite/Office Business Center?***

For a monthly fee you are in business with a state of the art phone system, internet, fax and a receptionist that will answer your calls. You will have access to all the amenities such as the conference room, copy room and kitchen. Your clients will be greeted in the lobby area and you will be notified. You will enjoy a professional corporate environment. You will also have the option of flexible terms. There are no big commitments or capital investment. This flexibility allows you to expand or contract your operation. You can also rent the office furniture for your convenience.



#### **Professional Image Enhances Strength and Stability for your Business**

Having an executive office at Contessa Court Executive Suites will enhance your career and establish yourself as having a successful business. A nice office environment will portray an image of strength and stability to your clients.

#### **Cost Savings-Traditional Vs. Executive Suites**

The cost savings are incomparable since you get all the large amenities of a large corporate office at a fraction of the cost. For example, in a conventional office it is impractical to have a large conference room if you are the sole executive. Conventional offices require lengthy leases of 3-5 years. Large professional copy machines are expensive to purchase, require maintenance contracts and even double voltage power to operate which means you would be bringing in an expensive line of electricity just for your copy machine. Having a private kitchen with microwave, refrigerator, cabinets for storage and a table is also a feature that would not come with a traditional office. In a conventional office you would have to hire, train, pay and file taxes, get workers comp insurance and manage a receptionist. In the executive suites the receptionist will answer your calls, greet your clients and deliver your mail. You will not have to deal with any of the hassles of dealing with employees. Not having to deal with employees is priceless. All the telephones, internet and utilities are included in the price. You get 1 bill for everything and it is a tax deduction and easily manageable. The cost savings for these features are immense. As an executive your only focus will be your business and making money.



### **Short term business leases**

We offer an array of leases for the professional. We can accommodate for any type of business. We offer offices hourly, daily, weekly, monthly and yearly. We also offer a Virtual Office for clients that don't need an office but would like the professional address, live receptionist, mail forwarding, hanging of license and limited use of the conference room. Please see [Virtual Offices](#) for more information.

### **No capital investment**

An executive can just show up and be ready to work in a working office that has all the amenities. There is no need to call the phone company for service, hook up the electricity, call the gas company or get the phone systems operating. No need to hire a receptionist. Everything is ready to go and convenient. There is no need to buy or lease office equipment or furniture. Private offices can be completely furnished.

### ***Executive Suite Sizes***



Contessa Court Executive Suites range in size from 200-350 square feet and include a secretarial bay. This is enough space for one person in a secretarial bay and up to two or more people in a single office. Almost all suites include arch windows.

#### **Summary**

Contessa Court Executive Suites are far superior. Our executive suite offices are state of the art. From our large meeting rooms, sound proofed conference rooms, large individual suites with secretarial bays, copy room to our full serviced kitchen. Our on site friendly receptionist and manager will enhance your company's professional image and reputation and provide for a wonderful place to conduct business.

### ***Contessa Court Executive Suite tenants have access to all of the following amenities:***



- Prime location close to McCarran International Airport-Main road leading out of airport is Russell Road. Approx. 3.3 miles away. Easy to find. Only 5 miles to the strip.
- Brand New Beautiful Building. Our sister building is fully occupied by a large prestigious law firm. Your clients will be impressed with your office
- Large Private office with secretarial bay so you can work with out compromising your individual privacy
- Short lease terms
- Sound Proofed Conference room usage with Web Conferencing and state of the art conference speaker phone. 42" LCD Display.
- Large Meeting or Seminar Space for up to 75 people
- Professional Mitel Phone with display in each office
- Find Me Follow Me phone system. You can set up your phone to dial up to 5 separate numbers before your client leaves a message
- Individual Office Phone can place up to 6 lines on hold with just your 1 phone number. No need to pay for additional lines like in a traditional office.
- All voice messages can go to email.

- All Faxes received in email
- Send large files to the copy room directly from your computer
- 2 phone lines (1 phone / 1 fax)
- 1 Data line
- Remote voicemail access 24hrs a day via dial in, email or web access
- 500 minutes per month of long distance.
- High-speed internet and T-1 for redundancy
- 250 photocopies per month-copy machine can scan, staple ,collate
- Friendly Receptionist to greet your guests and notify you
- On site Receptionist to answer your phone (personalized for your business)
- Renting of office furniture
- Water and premium coffee service.
- Key-card entry with 24 hour/7 day per week access to your suite.
- Security building but access after hours through key card
- 24hr video surveillance
- Janitorial service
- Mail sorting and forwarding
- Hand delivery of packages or placed in private mail boxes
- A Name identity on building directory
- Includes all building utilities such are air conditioning, heat, water, electricity.
- Prestigious business address
- Sign on your suite
- On-site Notary
- Convenient on-site management

