

# PARK EAST

## Office Suites



*At Park East Office Suites we offer various programs to suit your every business need*



- 24 Hour access to your private office
- Professional receptionist (M-F, 8am-5pm, except holidays)
- Personalized telephone answering (M-F, 8am-5pm, except holidays)
- Customized voicemail box with 24 hour message retrieval
- Prestigious business address with 24 hour mailbox access
- Your company listed on the lobby marquis and at your suite door
- All utilities included (except telephone / internet)
- 5-Nights a week janitorial service
- Four (4) FREE hours of conference room time per month
- Professional administrative staff available – hire per project
- Free coffee/tea available to you and your guests
- Furnished offices are based upon availability
- Ample parking

*Not ready for an office at this time? Ask us about our Virtual Office packages*

## Park East Office Suites

Ask For: *Cindy Swenson at (630) 653-9909 or [Cindy@ParkEastOffices.com](mailto:Cindy@ParkEastOffices.com)*

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