

Are you seen as...

- *Difficult to reach*
- *Unable to take care of your clients' needs*
- *An unstaffed operation*

or... are you able to communicate to your client that while you may not be readily available, they ARE important to you and you ARE capable of taking care of their needs?



Our goal at BEC is to partner with local businesses by sharing our center's professional resources of staff, services, systems and space without losing a personal connection to their customers. BEC strives to achieve higher productivity for its partners and enhance existing resources while creating an impression of a permanent future without the expense of ownership. "Ultimately our goal is to help customers reach their goals."



4916 26th Street West, Suite 100
 Bradenton, Florida 34207
 Phone (941) 752-2000
 Fax (941) 753-0036

Can't afford staff??

.... share ours for a fraction of the cost.



Let us show you how to create the Perception of a Fortune 500 Company on a disciplined budget.

YOUR BUSINESS SOLUTION CENTER

Who is answering your phone when you are already on it?



What is the first impression of your company with your current phone system?



What kind of message are you sending?

VIRTUAL SECRETARY

Perception is everything

How you relate to your clients is often the largest determining factor in whether or not a prospective client chooses to do business with your company over your competition.

BEC provides an impression of a permanent future without the expense of ownership.



Where else could you:

- Acquire or rent a full-time staff or live-answer receptionist for as little as **\$100** per month?
- Obtain a digital virtual secretary customized to your business for as little as **\$50** per month.
- Avoid the expense of additional staff, phones, or software required.

PROFESSIONAL PRESENCE

Let our staff with over sixty years of customer service experience help you.

PHONE PACKAGES

	\$50.00 Virtual Secretary	\$100.00 Live Answer 50 min. (w/per call charge after)	\$150.00 Live Answer 100 min. (w/per call charge after)	Virtual Staff Program Customized to Your Business Needs
Professional Virtual Secretary	✓	✓	✓	
Dedicated local phone number	✓	✓	✓	
Company voicemail box	✓	✓	✓	
Voicemail to email via .Wav file	✓	✓	✓	
Call routing to destination(s) of choice	✓	✓	✓	
Message delivery		✓	✓	
Receptionist to answer calls in your company's name		✓	✓	
Answer/Transfer		✓	✓	
Receptionist/Secretary/Admin. Assistant/Manager			✓	

Preview our Live-Answer Receptionist by calling 941-932-8862 M-F 8am – 4pm

Live Answer services provided during office hours.

All Bradenton Executive Center digital phone services provided by MSA

VIRTUAL STAFF



A La Carte Services

You can customize your package for an additional fee:

- *Monthly reports*
- *Assignment of your current cell, home, or office number to us*
- *Published phone number in the White Pages*
- *International calling*
- *Live-Answer operator via Press 0 option (for up to 25 minutes per month & a per call charge thereafter)*
- *Professional after-hours Auto Attendant*



VISIT US AT www.BradentonExecutiveCenter.com