

TELEPHONE SERVICES

Telephone Handset includes voicemail to email audio file	95
Call Answering operator answers phone with personal greeting	75
Call Patching transfer call to an outside line, ie cell phone	20
Call Screening operator answers call and announces caller. Call can be accepted or set to voicemail	150
Auto Attendant a dial by name or department directory	30
Auto Attendant Voicemail Box have calls for a department go directly to VM	15
eFax send and receive faxes via email	25
Off Site Business Phone set up a phone in your home or out of town office one-time deposit and set-up fee	99
Service Requests changes to service, including adding or moving	50
Voicemail Password Reset	5
Temporary Changes forwarding - call answering	15
Voicemail Greeting Recording our team can record your message for you	35

*Some services do require one time set-up fees. Rate to be disclosed before work is started.

Outside technical support - 30 minute increments

Workspace Support - 15 minute increments