



Personal Telephone Service

# Telephone Service



**„[Company name] Good morning / afternoon, XX speaking. How can I help you?“**

The telephone is still the best and most direct way of maintaining personal contact with clients and business partners. At Office City you will find the most suitable ways of doing exactly that.

**Takes the load off your employees and your budget immediately.**

Take advantage of our know-how and our methods to improve your business. Office City will provide you with a professional telephone communications service.

## How to increase your telephone business

If you cannot or do not want to answer the phone personally, if your lines are often engaged or if there are simply not enough staff to answer an unexpected increase of incoming calls, then simply dial +352 264 20 264.

Office City can provide you with a personal custom-made telephone service that will fulfil a wide range of tasks

### Our products

#### Telephone Classic Package

Takes and redirects calls

Simply redirect your telephone number to us, we will take your calls and look after your customers in accordance with your wishes

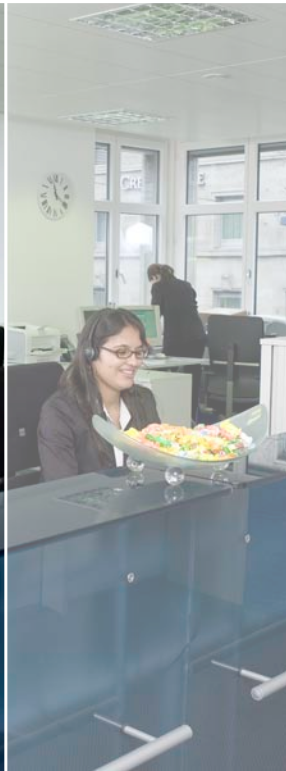
#### Telephone Plus Package

The perfect solution for your ordering hotline

Our staff will take all your telephone orders and, if required, immediately transfer them via the Internet into your merchandising information system; they also keep agendas, connect calls according to a specified procedure and more besides. You make huge savings on internal investment costs for personnel and technology and... you sell more, because all our telephone agents are also skilled cross sellers.

#### Telephone Special Package

If you would like us to take your calls when you are on holiday, or if your switchboard operator is absent due to illness you can close the communication gap right away with our Telephone Special Package. Simply transfer your telephone to us for a week or two. We will take all your calls and deal with them in accordance with your instructions. Of course, if you wish, we can also redirect your calls to your holiday home...



**Interested? Come and do business with us.**

We will be happy to tell you more about our offer personally or advise you on all services provided Office City with no obligation.  
Call us – we would like to get to know you.

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