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DAVINCI VIRTUAL OFFICE SOLUTIONS

Boosting Businesses
with High-Profile
Virtual Addresses
and Offices

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Executive Summary

The office is soon to become an extinct relic. Entrepreneurs and small businesses get virtual addresses rather than leasing expensive offices in upper-scale business locations. They are also foregoing office space in lieu of flexible virtual offices that drive business results while lowering costs. In other instances, businesses with physical office space have found that their employees are more engaged and productive when given flexible office choices—including virtual office options—and have the ability to scale their business reach to locations where they do not have offices. Nearly 40,000 entrepreneurs and businesses have turned to Davinci Virtual Office Solutions to address their business requirements. We offer virtual office solutions in over 1,500 locations in 50-plus countries.

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WHY AND WHEN TO USE A VIRTUAL OFFICE



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Why You Should Use a Virtual Office

First impressions matter—and it starts with the proverbial saying “location, location, location.” Here, a great business address goes a long way in how your company is perceived by prospects and customers. This is the number-one reason entrepreneurs, startups, and small businesses seek virtual office addresses. Companies looking to expand their geographical reach may also turn to virtual offices, which are vastly less expensive than acquiring physical real estate in those locations.

Yet virtual offices are much more than virtual addresses and lobby listings. For some companies, the traditional office is dead, working 9 to 5 is a thing of the past and tying workers behind desks is an aberration. Rather, they offer workers flexibility to choose where they work and when they work. These same companies perform up to 4x better than those that do not offer flexible work choices to workers.¹

Small businesses that afford employees in a choice of where and how they work grew 4x faster than control-oriented businesses and had one-third the turnover rate.⁶

Workers also like this flexibility. Those who are not constrained to work from a physical office location are 12 percent more satisfied with their jobs and report higher levels of satisfaction with job performance and innovation than those who are.²

Companies that use virtual offices like the experience: 62% indicate they have no plans to leave their current virtual office location.⁷

Disadvantages of a Physical-Permanent Office

- > Large overhead costs with lease cost, maintenance, equipment, etc.
- > Less flexibility for employees with required traveling/commute
- > Higher payroll due to front-office receptionist
- > Increased marketing costs as a result of required signage
- > Smaller hiring pool due to location requirements

Technology disruption—ranging from the Internet, to social media, to Wi-Fi—and a Millennial workforce, which grew up with these technologies and holds a different idea of what constitutes an office, are changing the definition of where and when work takes place. This is transforming how offices are designed as well as how much time employees spend sitting at their desks and working from the office environment.³ Indeed, research shows that the time workers spend sitting at their desks during any given day peaks in most companies at 42 percent.⁴

In his award-winning book *Blink*, Malcolm Gladwell points out that it takes only a few seconds for someone to form a first impression.⁵ He also notes that those first impressions are extremely difficult to change once they have been formed. While the Digital Age offers customers and prospects with other introductory points for businesses, the physical address still matters and extends to digital visibility. A company's office locations should be commensurate with what they want their brand to represent.



When to Use a Virtual Office

There are a number of use cases for entrepreneurs or companies to take advantage of virtual offices. The following are some of the more frequent ones:

1. Entrepreneurs and Startups. Entrepreneurs and startups need a location to hang their “shingle.” And because first impressions matter, they need world-class business addresses. Some may only need one virtual address; others may need 20, 50, or even 100 addresses around the globe.

2. Going Virtual. A growing number of companies elect to avoid the expense of paying for pricey physical office space, the upkeep that comes with it, and all of the requisite technologies and business services by going with a virtual

office solution. Workers also welcome the flexibility of when and where they work. And because all Davinci Virtual Office locations also include access to day offices, meeting rooms, and conference rooms, companies still have the ability to have face-to-face meetings with employees, partners, prospects, and customers in a professional fully serviced office setting.

3. Business Expansion. Physical office space inhibits a business from expanding its operations and services into a new city or region. Virtual offices allow companies to extend their business to new locations without the cost of expensive real estate. They can secure a great address, including mail receipt and forwarding, lobby and directory listings, and a local presence for dropping off and picking up customers and prospects at a low monthly price.

With Davinci Meeting Rooms, companies have the option to rent a day office, meeting room, or conference room by the hour, half-day, or full day in the same location as their virtual office address, or at any of Davinci's 1,500-plus locations worldwide.

4. Worker Flexibility. A growing number of companies grasp that virtual offices offer greater work flexibility, as well as an opportunity to network with peers outside of their company.

5. Freelance Workforce. Another often-overlooked use case is the growing freelance workforce. With nearly 40 million U.S. workers projected to elect some form of self-employment by 2019,⁸ this segment of the workforce is exploding. These freelance workers see virtual offices as an opportunity to network with other peers, prospect for new business opportunities, and work from a professional office environment.

Prior Work Environments for Companies That Switch to Virtual Offices⁹

Home Office, 58%

Permanent-Physical Office, 22%

No Fixed Location, 6%

Small Shared Office, 5%

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THE BENEFITS OF A VIRTUAL OFFICE



9 Benefits of a Virtual Office

So what are the benefits of virtual offices? There are myriad advantages, depending on what components of a virtual office an organization utilizes.

1. Lower Overhead. With a virtual office, you can avoid the costly overhead of a physical-permanent office. This can save thousands of dollars for a company every single month, particularly important if you are an entrepreneur or small business.

Small businesses spend almost 10 percent of their revenue on office space (ranking behind only employee wages and inventories).

Virtual office solutions provide them with the means to reduce those costs by tapping virtual office addresses for expansion and meeting rooms for rent.¹⁰

2. Talent Acquisition and Retention. Sixty-four percent of small businesses indicate they are able to recruit and retain top talent with greater ease when they offer workers choice in terms of where and when they work.¹¹

3. Professional Appearance. Many Davinci Virtual offices come with virtual office addresses that provide a local presence with a professional appearance. The saying “location, location, location” rings very true, and first impressions always count!

4. Commute Times. Virtual offices normally shorten commute times and provide employees with the flexibility to manage their time and schedules more efficiently while increasing employee productivity.

5. Business Directory. Virtual offices often include a business directory listing in Davinci Virtual the building lobby for a small additional cost that is impressive and helpful and helpful to prospects and customers when they visit the location.

6. Onsite Meeting Rooms. Every Davinci virtual office also provides access to day offices, meeting rooms, or conference rooms. This option is important for times when you need to collaborate with other employees, partners, and customers. Face-to-face meetings still are very important! Ninety-five percent of business professionals indicate in-person meetings are key to building long-term relationships.¹²

7. Reduced Payroll. Physical office space typically necessitates that you hire a front-office receptionist. Every Davinci virtual office includes a lobby greeter. The result is that you can forego the payroll cost of a receptionist with a virtual office.

Users of Virtual Offices¹³

- > Freelancers, 53%
- > Entrepreneurs, 14%
- > Small Businesses with 1-5 Employees, 9%
- > Small Businesses with 6-99 Employees, 9%
- > Companies with Over 100 Employees, 8%

8. Healthier. A recent study shows that the average employee spends more than 11 hours a day sitting at a desk. This increases the risk of death by more than 40 percent in the next three years regardless of other activities.¹⁴ Those who work in virtual offices typically maintain a more flexible and mobile work schedule, thus reducing health risks.

9. Improved Productivity. Eighty-four percent of workers are more engaged and motivated when given flexible work choices.¹⁵ This translates into productivity gains. For example, 76 percent of organizations report higher employee retention and a 56 percent lower employee absenteeism rates.¹⁶

What Is a Virtual Office?

Service	Core or Supplemental
Professional Address to Put on a Business Card, Business License, Website, and Marketing Materials	Core
Address for Receiving and Picking Up Mail	Core
Address for Forwarding Mail on Request (daily, weekly, monthly)	Core
Local Presence for Drop Off and Pick Up Point for Clients and Prospects	Core
Complimentary Access to Cyber Café with Wireless Internet, Tea/Coffee, Etc. (where available)	Core
Lobby Greeter	Core
Lobby and Directory Listings (additional fee)	Supplemental
Day Offices and Meeting Rooms	Supplemental
Business Support Center	Supplemental
Catering	Supplemental
High-Speed Internet	Supplemental
Presentation Tools	Supplemental
Live Receptionist Services (virtual assistant)	Supplemental (available from Davinci Virtual)



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Davinci Virtual Office solutions provides entrepreneurs, startups, small businesses, and even mid-and-large-sized companies with virtual offices in over 1,500 locations in 50-plus countries. Simply type in the zip code where you need a virtual office, and our Virtual Office Location [website](#) presents you with the closest addresses based on distance. It includes monthly cost, photos of the different office options, available features (e.g., mail receipt, local professional business address, lobby listing), and additional services that are available (notary service, mail scanning, etc.).

Tips on Switching from a Permanent to Virtual Office

- > Leverage a Live Receptionist Service
- > Hire Telecommute-Minded Workers
- > Select a Great Audio and Video Conferencing Provider
- > Implement Great Collaboration Tools (e.g., Dropbox, Box, Slack)

For some entrepreneurs and businesses, you may simply need a virtual address and the various business-related services—mail receipt and forwarding, registered agent and license hanging, among other services.

For others, you may need a day office—whether as a one-time situation, a few times a week, or ongoing. We have you covered here as well, with our day offices and meeting space options. Using our Davinci Meeting Rooms [online reservation system](#), as well as our mobile [iOS](#) and [Android](#) mobile app DAVINCI MEET, you can search for a day office or many types of meeting space at your virtual address location, or at any of our other 1,500 locations.

Face-to-Face Meetings Most Successful For:¹⁷

- > Negotiating Important Contracts, 82%
- > Interviewing Senior Staff for Key Positions, 81%
- > Understanding and Listening to Important Customers, 69%

Davinci Virtual Office solutions consist of the following features:

Feature

Description

Professional Business Address

Finding the right locations for your business is vital in today's competitive market. With 1,500 business locations in 50-plus countries, we can provide your company with killer business addresses, mail forwarding services, optional lobby directory listings, access to fully loaded meeting spaces, and a list of cutting-edge business services.

You can use your address for business licensing or registration. You can then market your new company address on search engines and Internet directories.

Mail Receipt and Forwarding

You can receive your mail at your Davinci Virtual Office address. You then have the option to pick it up at the location or have it forwarded on a scheduled basis to wherever you're at.

Registered Agent and License Hanging

Many of Davinci Virtual Office locations offer Registered Agent and License Hanging services.

Feature	Description
Lobby Directory Listing	You can add your company listing to the Lobby Directory at many of our Virtual Office locations.
Conference Rooms	Over 5,000 meeting rooms in our 1,500-plus virtual office locations include all of the technology and business services that you need to execute an outstanding meeting experience. Our Meeting Rooms are located in business centers in well-known office buildings, allowing your meeting attendees can easily find the location. You also have the option to reserve meeting rooms by the hour (starting at \$10/hour), half day, or day.
Day Offices	Whenever and virtually wherever you need a day office, you have the ability to quickly and easily book it using our online reservation platform via our iOS and Google Play Mobile Apps. You can serve your workspace by the hour, day, or week.
Lobby Greeter	Having a friendly, courteous, and knowledgeable lobby greeter is important when it comes to first impressions as well as experiences—whether employees, partners, or customers. The ongoing experience is just as important, and our lobby greeters can provide any number of business services—whether you’re hosting meetings or simply working from one of our virtual offices.
Business Support Center	All of our Virtual Office locations provide a variety of professional business services to assist you in your business activities. These include copying and color printing, secretarial services, faxing, notary and transcription services, mailing, shipping, office supplies, and much more.
Catering	Many of our locations include a variety of catering service options. Host your next business meeting catered with food and beverages that allow you and your attendees to focus on the purpose of the meeting.
High Speed Internet	You have access to high-speed wireless Internet to ensure that you and your attendees focus on meeting objectives.
Presentation Tools	Our Meeting Rooms are fully equipped to ensure meetings are convenient and successful. You have access to presentation tools such as smart boards, LCD projectors, plasma screens, and many others.

Resources

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- ⁴ Ben Waber, Jennifer Magnolfi, and Greg Lindsay, ["Workspaces That Move People,"](#) Harvard Business Review, October 2014.
- ⁵ Malcolm Gladwell, *Blink: The Power of Thinking Without Thinking* (New York: Black Bay Books, 2007).
- ⁶ Laura Montini, ["Why Workplace Flexibility Attracts and Retains Top Talent \[Infographic\],"](#) Inc., May 27, 2014.
- ⁷ "Workplace Innovation Today," 18.
- ⁸ ["2015 State of Independence in America Report: Five Years of Insight on the Growth of the Independent Workforce,"](#) MBO Partners, 2015.
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- ¹⁰ Anita Campbell, ["16 Tips for Saving on Small Business Expenses Infographic,"](#) Small Business Trends, April 10, 2013.
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- ¹² Karen Leland, ["Why Face-to-Face Meetings Still Matter,"](#) Gigaom.com, March 15, 2010.
- ¹³ Benjamin Bathke, ["\[Infographic\] Why Coworking?"](#) Techli, May 23, 2014.
- ¹⁴ Kyle Pearce, ["\[Infographic\] Your Desk Job Is Killing You: The Truth About Sitting Down,"](#) DIYGenius, February 10, 2013.
- ¹⁵ Liz Elam, ["Coworking Leads to Awesomeness,"](#) Emergent Research, November 15, 2015.
- ¹⁶ ["Flexible Working Provision and Update: 2012 Survey,"](#) Chartered Institute of Personnel and Development, May 2012.
- ¹⁷ "Why Face-to-Face Meetings Still Matter."

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About Us

For more information on Davinci Virtual Office Solutions, visit our website at www.davincivirtual.com, [call us](#), [email us](#), or [chat with us](#). Davinci Virtual has been helping entrepreneurs and companies of all shapes and sizes to find virtual addresses and offices that fit their business requirements and help them drive down costs while improving productivity and uncovering new business opportunities.

Davinci Virtual Office Solutions

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Davinci Virtual is the leading provider of turnkey virtual communications, office, and meeting room solutions. Founded in 2006, Davinci Virtual helps tens of thousands of small and mid-size businesses as well as entrepreneurs to build meaningful connections with prospects, customers, partners, and employees. Through its Live Receptionist and Live Web Chat solutions, businesses realize better efficiencies and lower costs while building customer loyalty and fostering brand advocacy. And with over 1,500 prime office locations, including more than 5,000 conference rooms, in 50-plus countries, Davinci Virtual gives businesses a global presence with a simple click, phone call, or live web chat.