



**EXECUTIVE SUITE CHECKLIST**

This checklist has been developed to assist you with your selection of an Executive Suite. We encourage you to tour the area for executive office space as we are confident you will say “**Yes**” to ACS Executive Suites.

**Location** \_\_\_\_\_ **Date Visited** \_\_\_\_\_

**MY FIRST IMPRESSION**

Use one adjective to describe your first impressions: \_\_\_\_\_

Overall impression: \_\_\_ Excellent \_\_\_ Above Average \_\_\_ Average \_\_\_ Unsatisfactory

**CONVENIENCE**

yes no **Location**

- Close to public transit
- Attractive desirable facility, Class A space
- Close proximity to banks, shops, restaurants

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATMOSPHERE**

yes no **Reception — First Impression**

- Relaxed, professional atmosphere
- Clean and neat appearance
- Refreshments offered to visitors

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

yes no **Office Environment**

- Personal and/or company names listed outside offices
- Attractive decor and floor plan
- On-site janitorial and maintenance services
- Dress code — business attire

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**BUILDING SERVICES**

yes no **Building Amenities**

- 24 hour access to facilities
- Onsite management and maintenance services
- Handicap accessible
- Elevator responsive

Other \_\_\_\_\_

**ADMINISTRATIVE SERVICES**

yes no

- Filing
- Deliveries/errands
- Typing/form fill-in
- Picture hanging
- Special arrangements made (hotel, airline, car rental, lunch, special deliveries)
- Signature witnessing
- Notaries public, E-notary
- Office supplies available

Other \_\_\_\_\_

yes no **Telephone answering**

- Incoming calls answered by our friendly switchboard operators per your instructions
- Handwritten or email phone messages available
- Unlimited incoming/outgoing calls
- Customized Voice Mail

Other \_\_\_\_\_

yes no **Information Processing & Design Services**

- Mass mailings
- Business cards
- Legal experience
- Professional proofreading
- Graphics, brochures, display ads
- Facsimile services
- Black /White laser printing
- Color laser printing
- Web page design and maintenance
- Social Media management
- Scanning documents to PDF
- Scanning images to JPG

Other \_\_\_\_\_



yes no **Furnished Offices**

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Assistance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My overall impression of the facility was \_\_ Excellent \_\_ Above Average \_\_ Average \_\_ Unsatisfactory