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:
________________________________________________________________________________________
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My overall impression of the facility was   

   __ Excellent   __ Above Average   __Average   __Unsatisfactory