

All utilities PAID (Lake Otis and Tudor)



Location **Alaska**
<https://www.genclassifieds.com/x-701583-z>

Tudor Professional Building currently has these suites available.

\$2.07 per SQFT all utilities included.

Suite 240 - 531 Sq. ft. Available NOW
 Suite 275 - 98 Sq. ft Available NOW

Tudor Professional Building offer's the following to you and your clients.

- ~ Guest/Client greeting and servicing
- ~ Waiting Area, equipped with coffee, tea, water and magazines.
- ~ Rest Rooms
- ~ Kitchen with microwave and refrigerator
- ~ Conference Room
- ~ Copy and Fax machine
- ~ Mail Sort
- ~ Security cameras around interior and exterior
- ~ On site Management

- ~ After hours access
- ~ HIPPA
- ~ Fully equipped with central heat and air conditioning
- ~ Full time janitorial service removal of all waste all year
- ~ Electric included
- ~ Janitorial service for all public areas

Reception Services may include the following based on level selected at \$100, \$125 or \$150 a month. (Must choose one)

- ~ Client greeting
- ~ Appointment and scheduling management

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- ~ Answering phones and making outgoing calls as requested
 - ~ Notary Services
 - ~ Receive and distribute your mail and packages
 - ~ Paging services to notify you when a client has arrived
 - ~ Secretarial project requests (i.e. typing, research etc.)
 - ~ Internet
 - ~ Janitorial services 3x per week

Please contact Jennifer for questions or showings

Thank You and we look forward to Serving Anchorage's Best