

# **NORMANDY PARK EXECUTIVE CENTER**

Executive Suites and Support Services

## **Office and Meeting Solutions Customized to Fit Your Business Needs**

At Normandy Park Executive Center, we provide companies the professional environment and support services that can grow with your needs at a minimal cost to you. Our center offers flexible options for long and short-term office space and meeting room rental. We offer a range of business services that allow you to work cost-effectively, and project a professional, polished image.

## **Professional Business Environment**

Normandy Park Executive Center offers an inviting and professional environment to come to work every day. Our center provides access to high-speed Internet, fax, scanner, and a digital high-speed printer copier. Amenities include a reception area for guests, a conference room, kitchen facilities serving gourmet coffee and filtered water, and free on-site parking for you and your customers.

## **Full-time Office Rental**

We provide the amenities you need to get to work immediately – Internet, telephone setup and answering, reception, fax and printers.

## **Conference Room**

Our comfortable, quiet conference room accommodates up to 20 people and provides the professional ambiance for your meeting or client presentation.

## **Business Services**

Spend your time focusing on running your business and leave the administrative details to us. Our business services were designed to help you maximize your work resources, without hiring added staff.

## **Administrative Support Services**

From word processing to developing digital presentations our administrative support staff can cover all of your administrative needs.

## **Telephone Answering Services**

Our telephone answering service ensures your calls will be answered live, with a personalized, friendly greeting. This service is ideal for small or home-based businesses, sales people working on the road, and service businesses that spend most of their day at customer locations.

## **Convenient Location**

Located just minutes from I-5 in the Normandy Park Towne Center, our executive center is near restaurants and shopping with free on-site parking for you and your customers.

## **Contact Us Today**

Schedule a tour of our executive center to see how we can provide you with the professional image and amenities your business needs. Or visit our website to learn more about our flexible office programs and support services.

## **Normandy Park Executive Center**

19803 1<sup>st</sup> Ave. S., Suite 200 Normandy  
Park, WA 98148

Phone: 206-870-7540

Fax: 206-870-7540

[michelle@npexecutivecenter.com](mailto:michelle@npexecutivecenter.com)

[www.npexecutivecenter.com](http://www.npexecutivecenter.com)