

The right plan for any workplace



Visitors

Greet guests with sleek iPad sign-in and smart security that doesn't intimidate.



Deliveries

Manage your office's incoming deliveries with ease.



Rooms

Spend less time finding a place to meet, and more time getting work done.

Make the most out of Envoy

Save more when you buy together. Get access to the Visitors, Deliveries, and Rooms features that your business needs—all in one place and at a discounted rate. Contact us for custom pricing.





INSPIRING
WORKSPACE
FURNISHINGS



Contents

Visitors

- 03 Plans ›
- 04 Features ›

Deliveries

- 21 Plans ›
- 22 Features ›

Rooms

- 23 Plans ›
- 24 Features ›



Visitors

Improve every part of the visitor sign-in process. Create a welcoming environment and collect the information you need to keep your space safe and compliant.

Basic	Standard	Premium	Enterprise
Free	\$99 per location/month	\$299 per location/month	Custom
Limited features.	Billed annually \$1,188 annual total.	Billed annually \$3,588 annual total.	Contact your sales rep for details.
For small workplaces with basic front desk needs.	For teams who want to create a great visitor experience without sacrificing security.	For companies that need to increase security and efficiency or manage multiple locations.	For workplaces with complex compliance, security, and visitor needs.

Unlimited visitors. One solution.

Envoy Visitors has features that work for your workplace—from sign-in to security, compliance, and beyond—and we’re always adding more. Visit envoy.com/pricing to see the most up-to-date feature list.

For more information and custom pricing, please contact your sales rep.



Visitors

Customizable sign-in kiosk

	Basic	Standard	Premium	Enterprise
Choose from 23 languages	✓	✓	✓	✓
Create multiple sign-in kiosks	✓	✓	✓	✓
Display your logo and custom colors	✓	✓	✓	✓
Add a rotating, full-screen slideshow to the kiosk	—	—	✓	✓
Create a fully custom design for the kiosk	—	—	✓	✓



Sign-in flow

	Basic	Standard	Premium	Enterprise
Create custom fields and questions	✓	✓	✓	✓
Easy sign-in for unlimited visitors	✓	✓	✓	✓
Recognize returning and expected visitors	✓	✓	✓	✓
Show a custom message, video, or image	✓	✓	✓	✓
Support offline sign-in	✓	✓	✓	✓
Have visitors sign legal documents	—	✓	✓	✓
Capture guest photos with iPad camera	—	—	✓	✓
Customize sign-in flow per visitor type	—	—	✓	✓
QR code sign-in for pre-registered visitors	—	—	✓	✓
Automatically provision Wi-Fi details	—	—	—	✓



Visitor dashboard

	Basic	Standard	Premium	Enterprise
Customize columns and layout	✓	✓	✓	✓
See a list of expected visitors	✓	✓	✓	✓
See guests' previous visits	✓	✓	✓	✓
See real time visitor log	✓	✓	✓	✓
Sign out and delete visitors in a click	✓	✓	✓	✓
Sort, filter, and export visitor data	✓	✓	✓	✓
Sign in visitors manually	—	—	✓	✓
View analytics to reveal visitor trends	—	—	✓	✓



Legal documents

	Basic	Standard	Premium	Enterprise
Automatically email signed copy to the visitor	—	✓	✓	✓
Automatically send signed copy to email address	—	✓	✓	✓
Automatically store signed documents in Envoy	—	✓	✓	✓
Prompt guests to re-sign after a number of days	—	✓	✓	✓
Allow visitors to sign documents before they arrive	—	—	✓	✓
Customize legal documents per visitor type	—	—	✓	✓
File storage integrations	—	—	✓	✓



Badge printing

	Basic	Standard	Premium	Enterprise
Edit badge designs	—	✓	✓	✓
Include any visitor information on the badge	—	✓	✓	✓
Preprint and reprint badges	—	✓	✓	✓
Use expiring badges for extra security	—	✓	✓	✓
Create custom, color badges with your logo	—	—	✓	✓
Customize badges per visitor type	—	—	✓	✓
Customize badge design with CSS	—	—	✓	✓
Use multiple printers per location	—	—	—	✓



Notifications

	Basic	Standard	Premium	Enterprise
Email host notifications	✓	✓	✓	✓
Passport host notifications	✓	✓	✓	✓
Unattended visitor notifications	✓	✓	✓	✓
Host notification integrations	—	✓	✓	✓
Add custom details to host notifications	—	—	✓	✓
Assistant notifications for executives	—	—	✓	✓
SMS host notifications	—	—	✓	✓
Block list security notifications	—	—	—	✓



Pre-registration

	Basic	Standard	Premium	Enterprise
Easy-to-reference list of expected visitors	✓	✓	✓	✓
Employees can pre-register guests	✓	✓	✓	✓
Guests can provide details before they arrive	✓	✓	✓	✓
Send invite emails with helpful custom information	✓	✓	✓	✓
Speed up sign-in when visitors arrive	✓	✓	✓	✓
Pre-register visitors from your web-based calendar	—	—	✓	✓



Group sign-in

	Basic	Standard	Premium	Enterprise
Group pre-registration and invite emails	✓	✓	✓	✓
Pair extra iPads to create more sign-in kiosks	✓	✓	✓	✓
Allow guests to sign in with "plus ones"	—	—	✓	✓
Sign in groups from the dashboard	—	—	✓	✓



Sign-out

	Basic	Standard	Premium	Enterprise
Automatically sign out visitors at midnight				
Let employees sign out their own guests				
Let visitors sign out on iPad kiosk				
Sign out visitors from the dashboard				

Envoy Passport mobile app

	Basic	Standard	Premium	Enterprise
Access for employees and administrators				
Manage visitor details and expected visitor lists				
Sign in faster when you visit other offices				



Security and compliance

	Basic	Standard	Premium	Enterprise
Export detailed visitor logs	✓	✓	✓	✓
Visitor data privacy features	✓	✓	✓	✓
SAML single sign-on	—	—	✓	✓
Scan IDs and record ID checks	—	—	—	✓
Check internal block lists	—	—	—	✓
Check third-party restricted parties lists	—	—	—	✓



Multi-location management

	Basic	Standard	Premium	Enterprise
Manage multiple locations (pay per location)	1	Up to 5	Unlimited	Unlimited
Copy settings to new locations	—	✓	✓	✓
Global views for visitors, analytics, devices, and more	—	—	✓	✓
Organize locations by group	—	—	✓	✓
Activity log of setting changes for all locations	—	—	—	✓



Directory management

	Basic	Standard	Premium	Enterprise
Add unlimited employees to your directory	Up to 50	Unlimited	Unlimited	Unlimited
Manually add employees to any directory	✓	✓	✓	✓
Upload a CSV of employee records	✓	✓	✓	✓
Employee directory integrations	—	—	✓	✓

User permissions

	Basic	Standard	Premium	Enterprise
Create a team of administrators	✓	✓	✓	✓
Let employees manage their personal visitors	✓	✓	✓	✓
Assign assistants to greet executives' guests	—	—	✓	✓



Cloud-based solution

	Basic	Standard	Premium	Enterprise
Easy setup and deployment	✓	✓	✓	✓
Instantly access new features	✓	✓	✓	✓
Keep maintenance to a minimum	✓	✓	✓	✓
No proprietary on-prem hardware	✓	✓	✓	✓



Enterprise

Basic

Standard

Premium

Enterprise

Dedicated sales and
success representatives

—

—

—



Edits to Terms of Service
or MSA

—

—

—



Fulfill a request for proposal
(RFP)

—

—

—



Pay by credit card, invoice,
wire, or ACH

—

—

—



Return security questionnaires

—

—

—





Integrations

	Basic	Standard	Premium	Enterprise
Eventbrite	✓	✓	✓	✓
IFTTT	✓	✓	✓	✓
Webhooks	✓	✓	✓	✓
Zapier	✓	✓	✓	✓
Office 365 Groups	—	✓	✓	✓
Slack	—	✓	✓	✓
Microsoft Teams	—	✓	✓	✓
Microsoft Flow	—	✓	✓	✓
Active Directory	—	—	✓	✓
Azure Active Directory	—	—	✓	✓
Box	—	—	✓	✓
Centrify	—	—	✓	✓
Cisco Webex Teams	—	—	✓	✓
Dropbox	—	—	✓	✓
DocuSign	—	—	✓	✓



Integrations

	Basic	Standard	Premium	Enterprise
Egnyte	—	—	✓	✓
G Suite	—	—	✓	✓
Google Drive	—	—	✓	✓
Greenhouse	—	—	✓	✓
GoodTime	—	—	✓	✓
MailChimp	—	—	✓	✓
Okta	—	—	✓	✓
OneDrive	—	—	✓	✓
OneLogin	—	—	✓	✓
Phone Call	—	—	✓	✓
Rippling	—	—	✓	✓
Salesforce	—	—	✓	✓
Salesforce Chatter	—	—	✓	✓
Workplace by Facebook	—	—	✓	✓
Aerohive	—	—	—	✓



Integrations

	Basic	Standard	Premium	Enterprise
Aruba Clearpass	—	—	—	✓
Cisco ISE	—	—	—	✓
Cisco Meraki	—	—	—	✓
Mist	—	—	—	✓
Ruckus	—	—	—	✓
Ubiquiti UniFi	—	—	—	✓
Avigilon	—	—	—	✓
C-CURE 9000	—	—	—	✓
Openpath	—	—	—	✓
S2 Security	—	—	—	✓
Visual Compliance	—	—	—	✓
Everbridge	—	—	—	✓
SendWordNow	—	—	—	✓
Genetec	—	—	—	✓
Kisi	—	—	—	✓
Angus Anywhere	—	—	—	✓



Deliveries

Avoid package pile up and delight your team. Scan incoming mail in seconds, automate notifications, and unite packages with their recipients in record time.

Basic

Free

Limited deliveries.

For offices with less than 100 deliveries per month, across all locations.

Premium

\$159
per location/month

Billed annually
\$1,908 annual total.

For companies with busy mailrooms who want to avoid package pileup. Get unlimited deliveries per month.

Smart features to help you deal with deliveries.

Envoy Deliveries has features that work for your workplace—from easy recording and secure pick-ups, to analytics and beyond—and we're always adding more. Visit envoy.com/pricing to see the most up-to-date feature list.

For more information and custom pricing, please contact your sales rep.



Deliveries

Features	Basic	Premium
Easy recording process	✓	✓
Digital delivery log	✓	✓
Recipient notifications	✓	✓
Automatic reminders	✓	✓
Secure pickup	✓	✓
Analytics and reporting	✓	✓
Unlimited deliveries	—	✓



Rooms

A quick and easy solution to find and book conference rooms in seconds. Automatically remind attendees of their meetings and make sure booked rooms are actually being used.

Basic

Free

Limited features.

For offices just getting started with meeting room management for up to 10 rooms.

Standard

\$18
per room/month

Billed annually
\$216 annual total.

For companies who want to make the most of your meeting room spaces. Made for offices of all sizes.

Book a room without breaking a sweat.

Envoy Rooms has features that work for your workplace—from mobile booking to check-in notifications, analytics and beyond—and we're always adding more. Visit envoy.com/pricing to see the most up-to-date feature list.

For more information and custom pricing, please contact your sales rep.



Rooms

Features	Basic	Standard
Color-coded availability	✓	✓
Walk-up booking	✓	✓
Schedule displays	✓	✓
Check in and end meeting	✓	✓
Admin alerts	✓	✓
Mobile booking	✓	✓
Analytics	—	✓
Privacy and booking controls	—	✓
Slack and Microsoft Teams notifications	—	✓