



pricing information





PRIMARY SERVICES

BASIC PACKAGE *(included with monthly rent of \$950.00)*

- Prestigious mailing address
- Professional receptionist from 9:00 a.m. to 5:00 p.m., Monday through Friday
- Maintenance, janitorial services, and utilities
- Mail receipt and handling
- Comfortable kitchen facilities and complimentary coffee, teas, and filtered water
- Free Parking
- One key fob for after-hours access per office – (\$20 charge/each additional fob)
- Conference Room usage – three hours per month during business hours (Additional Conference Room use available as listed under Optional Services)

FURNITURE PACKAGE - *\$249 per office/per month*

- Includes high quality designer furniture

COMMUNICATIONS PACKAGE - *\$99 per office/per month*

- Desk telephone
- Wireless internet access
- Hard wired HIGH SPEED internet connection
- Personal telephone direct-incoming-dial number with voicemail
- Unlimited incoming and outbound calls, local and long distance (*Additional fee for international calls)
- Professional telephone answering in the name of your company and transfer to your extension or voicemail

TELEVISION - *\$69 per office/per month*

- Includes large smart TV and basic cable

WIRELESS ONLY PACKAGE - \$39 per office/per month

- Wireless internet connection

ONE TIME SET UP AND INSTALLATION FEE - \$499 per office

- IP phone equipment and programming
- Copier / Postage meter programming
- Signage on office door and tenant board in the lobby

DEPOSIT

At the time of contract execution, we require the 1st month's rent, and a deposit equal to 1st month's rent.

EXECUTIVE BOARD ROOM/CONFERENCE SPACE

3 hours of usage in any of the state-of-the-art Executive Conference Rooms is included in your lease each month. \$25/hour charge for overage.

VIRTUAL OFFICES

Perfect for additional traveling Team Members who regularly collaborate with Office Users. Must be scheduled between 9:00 and 5:00 pm.

- 5 Hours per month - \$ 60 / month
- 16 Hours per month - \$175 / month
- 40 Hours per month - \$275 / month

ONE TIME SET UP AND INSTALLATION FEE FOR VIRTUAL OFFICE - \$350 per Virtual Office

MAIL ONLY AND ANSWERING SERVICE ONLY (when not renting any offices):

- Receptionist Answers Calls - \$49 / month
- Mail Services ONLY - \$39 / month
- Mail Forwarding (weekly) - \$39 / month plus postage



OPTIONAL SERVICES

GENERAL OFFICE SERVICES*

Copy and Print Services (*high volume rates available*)

Black and white	<i>0.10 per copy/print</i>
Color	<i>0.35 per copy/print</i>
Scans	<i>0.10 per page</i>

Fax Transmission

Incoming	<i>0.50 per page</i>
Outgoing	<i>0.50 per page + long distance charges</i>

Toll Free Number	<i>\$75 one time setup fee</i> <i>\$30/mo. + incoming long distance charges</i>
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Meeting Services (Monday through Friday) - *must be scheduled in advance*

Conference Room A	<i>\$30 per hour/\$175 all day</i>
Conference Room B	<i>\$25 per hour/\$150 all day</i>
Conference Room C	<i>\$25 per hour/\$150 all day</i>

Catering	<i>Per Quote + 20% handling fee</i>
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CLIENT SUPPORT SERVICES* *(provided in 30 minute increments)*

Clerical Services *\$35 per hour*

Filing, copying, shredding, travel arrangements, typing Word® documents, memos, mail merges, envelopes and labels, etc.)

Enhanced Clerical Services *\$45 per hour*

Tables/charts, PowerPoint®, proposals, reports, Excel®, multiple fonts, etc.

Graphic Design Services *\$55 per hour*

Postcards/mailers, newsletters, letterhead, business cards, flyers/posters, logo design, etc.

Technical Services *\$85 per hour*

OTHER SERVICES*

US Mail Packages	<i>20% handling fee</i>
UPS/FedEx Service	<i>20% handling fee</i>
Courier Service	<i>20% handling fee</i>
Postage Meter	<i>20% handling fee</i>
Extra Key Fob	<i>\$20 each</i>
Binding Services	<i>Per Quote</i>

*Rush and overtime charges are additional, specific quotes will be given for large orders, custom support/administrative services are available and can be priced. Please inquire.